NOTE VERBALE

The Secretariat of the African, Caribbean and Pacific Group of States presents its compliments to the ACP Embassies and Missions, and in reference to its earlier Note Verbale, Ref. 4/7/4 (Vol.1)20/EOA/cn dated 5 February 2020, has the honour to remind them that all applications for the respective Regions are to be submitted to the ACP Regional Coordinators as outlined below:

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In keeping with Decision No. 3/LXXX/04 pertaining to the regime of sanctions, Member States are reminded that nationals of countries, which enter a second year of default in payment will not be hired by the secretariat.

The Secretariat of the African, Caribbean and Pacific Group of States avails itself of this opportunity to renew to all the ACP Embassies and Missions, the assurances of its highest consideration.

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To All ACP Embassies and Missions

Brussels, 7 February 2020
PROCESS FOR APPOINTING
ASSISTANT SECRETARIES-GENERAL
OF THE ACP GROUP
PROCESS FOR APPOINTING ASSISTANT SECRETARIES-GENERAL OF THE ACP GROUP

A. Appointing Authority

The Assistant Secretaries-General shall be appointed by the Secretary-General, in consultation with the respective regions, according to the allocation of the posts.

B. Allocation of Posts

At the 925th Meeting of the Committee of Ambassadors held on the 29th and 30th of January 2020, the allocation of Assistant Secretaries-General posts to the regions were confirmed as follows:

I. Assistant Secretary-General in charge of the Department of Administration, Finance and Human Resources (AFHR) for the period 2020 – 2025 : West Africa

II. Assistant Secretary-General in charge of the Department of Macroeconomics, Development Financing and Intra-ACP Programming (MDFIP) for the period 2020 – 2025 : Central Africa

III. Assistant Secretary-General in charge of the Department of Structural Economic Transformation and Trade (SETT) for the period 2020 – 2025 : Caribbean

IV. Assistant Secretary-General in charge of the Department of Political Affairs and Human Development (PAHD) for the period 2020 – 2025 : East Africa

V. Assistant Secretary-General in charge of the Department of Environment and Climate Action (ECA) for the period 2020 – 2025 : Pacific

C. Duties of the Assistant Secretaries-General

The duties of the five (5) Assistant Secretaries-General are annexed as follows:

- Annex 1 : Assistant Secretary-General in charge of Macroeconomics, Development Finance and Intra-ACP Programming;
- Annex 2 : Assistant Secretary-General in charge of Structural Economic Transformation and Trade;
• Annex 3: Assistant Secretary-General in charge of Administration, Finance and Human Resources;

• Annex 4: Assistant Secretary-General in charge of Political Affairs and Human Development;

• Annex 5: Assistant Secretary-General in charge of Environment and Climate Action.

**D. Appointment procedure**

The Assistant Secretaries-General shall be appointed by the incoming Secretary-General, on the basis of the qualifications adopted by the ACP Group and in consultation with the respective regions, according to the following procedure:

• The Secretariat shall inform the respective regions of the appointment modalities and timetable, as well as the duties and criteria applicable to the relevant Assistant Secretary-General post;

• Each region shall submit four (4) candidates for the post allocated to it; two (2) females and two (2) males for gender parity to the extent possible;

• The new Secretary-General, who will take office on 1 March, shall appoint the Assistant Secretaries-General in consultation with the respective regions, via the Missions of the States in Brussels.

**E. Timetable**

i) By the 5 February 2020 at latest: the Secretariat shall issue the calls for candidates to the concerned regions for the respective Assistant Secretaries-General posts;

ii) All applications should be submitted to the Regional Coordinators by 15th of March 2020;

iii) By the 30 March 2020 the Regional Coordinators after assessing the applications shall submit four (4) names to the Secretary General two (2) females and two (2) males to the extent possible;

iv) By 15 April 2020 the New Secretary General shall select and appoint the Assistant Secretaries-General;

v) The new Assistant Secretaries-General shall assume duties by 30 May 2020 at the latest.
DUTIES AND QUALIFICATIONS RELATING TO THE POSTS
OF ASSISTANT SECRETARIES-GENERAL
OF THE ACP GROUP
Annex 1

ASSISTANT SECRETARY-GENERAL
MACROECONOMICS, DEVELOPMENT FINANCE AND INTRA-ACP PROGRAMMING

JOB DESCRIPTION

• ACP Summits, Council of Ministers and Committee of Ambassadors: implementation of relevant Plans of Action, Decisions, Resolutions and Declarations;

• Georgetown Agreement: implementation of relevant provisions;

• ACP-EU Partnership Agreement: implementation of relevant provisions and periodic revisions of the Agreement;

• Macroeconomic Issues;

• Resources mobilisation, Endowment and Trust Fund

• South-South and Triangular cooperation

• ACP Programmes and activities related to development finance: ACP-EU technical cooperation and financing for all ACP and Intra ACP programming.

MAIN DUTIES

Under the authority of the Secretary-General, the Assistant Secretary-General in charge of Macroeconomics, Development Finance and Intra-ACP Programming shall be responsible for the following tasks:

1. Coordinate the Secretariat’s activities in the areas of ACP-EC financial and technical cooperation and intra-ACP programming; take any necessary initiatives and formulate proposals;

2. Provide guidance and technical support to the Committee of Ambassadors and relevant Sub-Committees and Working Groups and take appropriate follow-up action as decided by the Committee;

3. Coordinate work within the Department;

4. Ensure the implementation of the provisions of the ACP-EU Partnership Agreement within the purview of the Department and prepare for and coordinate the periodic revision of the Agreement;

5. Identify, analyse and review, where appropriate, strategies that will assist ACP states to take the best possible advantage of development cooperation resources on matters within the purview of the Department and make recommendations regarding appropriate action;
6. Follow major developments within relevant regional and international organizations (e.g. UN, IMF, EIB, IBRD etc.) and relevant European Parliament Standing Committees on matters under the purview of the Department and collaborate with such organizations, as appropriate, to promote the interests of the ACP countries;

7. Prepare and submit all financing requests relating to the “all-ACP” funds and financing instruments to the appropriate EC departments;

8. Examine the availability and promote the use of international financing other than the EDF to fund projects;

9. Undertake functions relating to cross-cutting themes and any other duties assigned by the Secretary-General.

**REQUISITES QUALIFICATIONS**

1. Masters Degree or equivalent qualifications in Economics, Finance, Management, Development Studies, Social Sciences, and/or related fields;

2. At least 15 years relevant professional experience, with an in-depth knowledge of financial and technical cooperation and a sound knowledge of the ACP-EU Partnership arrangements on technical cooperation and financing;

3. A good command of English or French or Portuguese or Spanish. A working knowledge of one of the other working languages of the ACP Group would be an asset as a second language;

4. General proficiency in the use of Information and Communication Technologies.

**OTHER CRITERIA**

- Should demonstrate leadership and supervisory skills;

- Should be of good character and without a criminal record.
Annex 2

ASSISTANT SECRETARY-GENERAL
STRUCTURAL ECONOMIC TRANSFORMATION AND TRADE

JOB DESCRIPTION

- ACP Summits, Council of Ministers and Committee of Ambassadors: implementation of relevant Plans of Action, Decisions, Resolutions and Declarations;
- Georgetown Agreement: implementation of relevant provisions;
- ACP-EU Partnership Agreement: implementation of relevant provisions and periodic revisions of the Agreement;
- Trade Arrangements and International Commodity Agreements
- Market Access Regulations
- Private Sector Development Strategies and International Investments Agreements.
- ACP Programmes and activities related to sustainable development: investment and private sector, customs cooperation, trade negotiations and trade promotion, market access, agricultural value chains development and food and nutrition security.

MAIN DUTIES

Under the authority of the Secretary-General, the Assistant Secretary-General in charge of Structural economic transformation and Trade shall be responsible for the following tasks:

1. Coordinate the Secretariat’s activities in the areas of Infrastructure development, Investments and Private Sector development, Food and Nutrition security, Agriculture commodities and Value Chains development; Customs Cooperation, Market Access, Trade promotion, Trade arrangements and other trade-related issues; take any necessary initiatives and formulate proposals;

2. Provide guidance and technical support to the Committee of Ambassadors and relevant Sub-Committees and Working Groups and take appropriate follow-up action as decided by the Committee;

3. Coordinate work within the Department;

4. Ensure the implementation of the cooperation Framework with third parties, such as the ACP-EU Partnership Agreement in relation to the Department’s areas of competence including monitoring of the activities of relevant joint Institutions;
5. Ensure the follow-up of activities in the areas of investment promotion and private-sector development;

6. Undertake functions relating to cross-cutting themes and any other duties assigned by the Secretary-General.

REQUISITE QUALIFICATIONS

1. Masters Degree or equivalent qualifications in Economics, International Trade, Development Studies, Social Sciences, and/or related fields;

2. At least 15 years relevant professional experience, with an in-depth knowledge of Trade and Trade negotiation and a sound knowledge of the ACP-EU Partnership arrangements on economic cooperation and trade;

3. A good command of English or French or Portuguese or Spanish. A working knowledge of one of the other working languages of the ACP Group, would be an asset as a second language;

4. General proficiency in the use of Information and Communication Technologies.

OTHER CRITERIA

- Should demonstrate leadership and supervisory skills;

- Should be of good character and without a criminal record.
Annex 3

ASSISTANT SECRETARY-GENERAL
ADMINISTRATION, FINANCE AND HUMAN RESOURCES

JOB DESCRIPTION

- ACP Summits, Council of Ministers and Committee of Ambassadors: implementation of relevant Plans of Action, Decisions, Resolutions and Declarations;
- Georgetown Agreement: implementation of relevant provisions;
- ACP-EU Partnership Agreement: implementation of relevant provisions and periodic revisions of the Agreement;
- Human Resource Management: adequacy and competence of staff complement;
- Staff Regulations and Headquarters Agreement: implementation of relevant provisions;
- ACP Budget: Management of the Budgeting process;
- Administration of ACP Secretariat facilities: accommodation for Secretariat, Secretary-General, equipment and other assets.

MAIN DUTIES

Under the authority of the Secretary-General, the Assistant Secretary-General in charge of Administration, Finance and Human Resources shall be responsible for the following tasks:

1. Manage staff issues, pursuant to the Staff Regulations;
2. Provide guidance and technical support to the Committee of Ambassadors and relevant Sub-Committees and Working Groups and take appropriate follow-up action as decided by the Committee;
3. Prepare the draft annual budget for approval of the Committee of Ambassadors and Council;
4. Ensure the availability of adequate resources, equipment for effective undertaking of the work of the Secretariat;
5. Receive budgetary contributions and make disbursements, pursuant to the financial regulations;
6. Manage the human, financial and material resources of the Secretariat, including external resources, ensuring sound management of all resources made available to the Secretariat;
7. Supervise the financial management and ensure proper accounting procedures;

8. Coordinate the work programme in the Department, including Conference, IT and Security services, Registry and Cafeteria;

9. Undertake functions relating to cross-cutting themes and any other duties assigned by the Secretary-General.

**REQUISITE QUALIFICATIONS**

1. Masters Degree or equivalent qualifications in Management, Administration, Finance, Social Sciences, Law and/or related fields;

2. At least 15 years relevant professional experience, with an in-depth knowledge of administration, finance and accounting and human resource management and development;

3. A good command of English or French or Portuguese or Spanish. A working knowledge of one of the other working languages of the ACP Group would be an asset as a second language.

4. General proficiency in the use of Information and Communication Technologies.

**OTHER CRITERIA**

- Demonstrate leadership and supervisory skills;

- Should be of good character and without a criminal record.

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Annex 4

ASSISTANT SECRETARY-GENERAL
POLITICAL AFFAIRS AND HUMAN DEVELOPMENT

JOB DESCRIPTION

- **ACP Summits, Council of Ministers and Committee of Ambassadors:** implementation of relevant Plans of Action, Decisions, Resolutions and Declarations;

- **Georgetown Agreement:** implementation of relevant provisions;

- **ACP-EU Partnership Agreement:** implementation of relevant provisions and periodic revisions of the Agreement;

- **Inter-Regional Organisations Coordination Committee**

- **Memorandum of Cooperation with third parties**

- **ACP Programmes and activities related to Political Affairs and Human Development:** political dialogue, human rights, democratic principles, rule of law, good governance, international cooperation, civil society, conflicts prevention and resolution, migration, education, health, culture and social affairs.

MAIN DUTIES

Under the authority of the Secretary-General, the Assistant Secretary-General in charge of Political Affairs and Human Development shall be responsible for the following tasks:

1. Develop, implement and monitor the programme of activities, including: preparation for ACP consultations, joint ACP-EU negotiations, fact-finding missions, ACP and ACP-EU Parliamentary Assemblies;

2. Provide guidance and technical support to the Committee of Ambassadors and relevant Sub-Committees and Working Groups and take appropriate follow-up action as decided by the Committee;

3. Coordinate the work programme within the Department;

4. Ensure the implementation of the provisions of the ACP-EU Partnership Agreement within the purview of the Department and prepare for and coordinate the periodic revision of the Agreement;

5. Identify, analyse and review, where appropriate, strategies that will assist ACP states to take the best possible advantage of developments on matters within the purview of the Department and make recommendations regarding appropriate action;
6. Coordinate relations with ACP regional organisations, develop and monitor implementation of memorandum of understanding and other framework cooperation agreements with third parties;

7. Follow up major developments within relevant regional and international organizations (including the UN, ICJ, ICC, OPCW, Peace and Security Council of the AU etc.) as well as relevant European Parliament Standing Committees on matters under the purview of the Department and collaborate with such organizations, as appropriate, to promote the interests of the ACP countries;

8. Undertake functions relating to cross-cutting themes and any other duties assigned by the Secretary-General.

**REQUISITE QUALIFICATIONS**

1. Masters Degree or equivalent qualifications in International Relations, Law, Political Science, Social Sciences and/or related fields;

2. At least 15 years relevant professional experience, with an in-depth knowledge of political and institutional issues and the socio-cultural environment of ACP states and a sound knowledge of ACP-EU functional cooperation;

3. A good command of English or French or Portuguese or Spanish. A working knowledge of one of the other working languages of the ACP Group, would be an asset as a second language;


**OTHER CRITERIA**

- Should demonstrate good leadership and supervisory skills;

- Should be of good character and without a criminal record.
Annex 5

ASSISTANT SECRETARY-GENERAL
ENVIRONMENT AND CLIMATE ACTION

JOB DESCRIPTION

• **ACP Summits, Council of Ministers and Committee of Ambassadors:** implementation of relevant Plans of Action, Decisions, Resolutions and Declarations;

• **Georgetown Agreement:** implementation of relevant provisions;

• **ACP-EU Partnership Agreement:** implementation of relevant provisions and periodic revisions of the Agreement;

• **Multilateral Environmental Agreements**

• **ACP Programmes and activities related to The environment and Climate Action:** Climate change adaptation and mitigation, resilience, biodiversity and natural resources management; Ocean governance; Blue Economy; Disaster Risk Management; Disaster Response and Recovery; Forestry, Fisheries and Aquaculture.

MAIN DUTIES

Under the authority of the Secretary-General, the Assistant Secretary-General in charge of The environment and Climate Action shall be responsible for the following tasks:

1. Coordinate the Secretariat’s activities in the areas of Climate change adaptation and mitigation, resilience, biodiversity and natural resources management; Ocean governance; Blue Economy; Disaster Risk Management; Disaster Response and Recovery; Forestry, Fisheries and Aquaculture; take any necessary initiatives and formulate proposals;

2. Provide guidance and technical support to the Committee of Ambassadors and relevant Sub-Committees and Working Groups and take appropriate follow-up action as decided by the Committee;

3. Coordinate work within the Department;

4. Ensure the implementation of the cooperation Framework with third parties, such as the ACP-EU Partnership Agreement in relation to the Department’s areas of competence including monitoring of the activities of relevant joint Institutions;

5. Undertake functions relating to cross-cutting themes and any other duties assigned by the Secretary-General.
REQUISITE QUALIFICATIONS

1. Master’s Degree or equivalent qualifications in Natural Resources Management, Environmental Science, Environmental Change and Policy, Climate Change, International Development Studies and/or related fields;

2. At least 15 years of proven, extensive relevant and progressive professional experience in Climate Change policy, knowledge of the United Nations Framework Convention on Climate Change (UNFCCC), the UN Convention on Biological Diversity, and the UN Convention to Combat Desertification, their negotiation procedures and protocols; Environment and Natural Resources management including oceans and marine resources; project management and programming at senior managerial or executive level position in an international or multinational context;

3. A good command of English or French or Portuguese or Spanish. A working knowledge of one of the other working languages of the ACP Group, would be an asset as a second language;

4. General proficiency in the use of Information and Communication Technologies.

OTHER CRITERIA

- Should demonstrate leadership and supervisory skills;
- Should be of good character and without a criminal record.