OFFICE MEMORANDUM

Subject: -Request of International Coconut Community, Jakarta, Indonesia for nomination of candidates for the position of Executive Director.

The undersigned is directed to say that in view of the completion of the tenure of the incumbent Executive Director, the International Coconut Community (ICC), Jakarta, Indonesia has called for new nominations from the ICC member countries of which India is also a member country. A copy of ICC letter dated 28.2.2019 is enclosed which includes detailed information related to qualifications, experiences, job description, remuneration and the proforma for submitting Curriculum Vitae.

2. Applications are invited from the interested and eligible candidates through proper channel to be submitted to:-

Shri Kedar Nath Verma,
Deputy Secretary (MIDH),
Ministry of Agriculture and Farmers Welfare
Department of Agriculture, Cooperation and Farmers Welfare
Government of India,
Room No. 398-A, Krishi Bhawan, New Delhi-110001.
(Email: kn.verma@gov.in)

The applications in the prescribed proforma along with supporting documents duly forwarded by the competent authority should reach to this Department by 25.5.2019.

(R.K. Chawla)
Under Secretary to the Govt. of India
Tel: 011-23382773
Email: uscdbnhb@gmail.com

Encl: As above

To

1. Joint Secretary (All Divisions of DAC&FW).
2. DG, ICAR, Krishi Bhawan, New Delhi.
3. Chairperson, Coconut Development Board, Kochi with the request to upload the vacancy circular on CDB portal and also circulate among the Institutions/Research Organizations related to Coconut.
4. Mission Director, Horticulture all States/UTs.
5. Shri Rakesh Vardhan, Senior Technical Director (NIC), Krishi Bhawan, New Delhi with the request to upload the enclosed vacancy circular on the portal of DAC&FW and MIDH Division.
28 February 2019.


SHRI DINESH KUMAR
Mission Director and Joint Secretary (MIDH) and National Liaison Officer (NLO) for APCC
Department of Agriculture, Cooperation and Farmers Welfare
Ministry of Agriculture and Farmers Welfare
Government of India
Krishi Bhawan, New Delhi 110001, India

Dear Shri Kumar:

SUBJECT: NOMINATION OF CANDIDATES FOR THE POSITION OF EXECUTIVE DIRECTOR

Greetings from the Secretariat of the International Coconut Community (ICC) in Jakarta.

In view of the completion of the tenure of the incumbent Executive Director, new nominations are called for from the ICC member countries for the position of Executive Director. The term of the Executive Director is three years and renewable for another one term of three years at the discretion of the Session, on terms and conditions established by the Community.

I am pleased to enclose herewith, the following documents:

- Annex 1: Qualifications Required for the Post as Approved in the 54th APCC Session/Ministerial Meeting in Malaysia
- Annex 2: Job Description
- Annex 3: Procedure of Selection and Appointment
- Annex 4: Table of Remuneration
- Annex 5: Proforma for Curriculum Vitae

We advise that only one nomination shall be forwarded to the ICC Secretariat. If more applications are received by any country then the short list is done at the country level based on merit and that only one nomination is forwarded to the ICC Secretariat.
The application should be endorsed and forwarded only by the competent authority namely, the NLO or a Plenipotentiary Officer. **The deadline or receipt of the nomination is 30 June 2019.** Any application received beyond the date shall be considered ineligible. Any applicant who does not meet any of the basic qualification (eg. Age limit) will not be eligible for consideration also.

I thank you very much for your time and we look forward to hear from you soon.

Sincerely,

[Signature]

URON N. SALUM  
Executive Director

Copy furnished:

MRS. USHA RANI, IAS., Chairman and Alternate NLO for APCC, Coconut Development Board, Ministry of Agriculture and Farmers Welfare, Government of India, Kera Bhavan Kochi 682011, Kerala, India
QUALIFICATIONS FOR THE POST OF EXECUTIVE DIRECTOR

Applications are hereby invited for the post of Executive Director for the International Coconut Community (ICC) based in Jakarta, Indonesia.

1. Age : Must be within the age limit of 45 – 56 years of age. The mandatory retirement age is at 62 years.

2. Citizenship : Must be a citizen of a full member country of the ICC.

3. Educational Qualification : Essential:
   Degree in Agriculture or allied subjects / Life Science/ Marketing / Business Management with excellent knowledge of spoken and written English. (Knowledge of other languages will be an added advantage).


5. Experience : A person of national and international repute with 15 years experience out of which 10 years in senior managerial position in Government / Public Sector, preferably in coconut or other related industry. He/She should have experience in Personnel and Financial Management and able to formulate harmonize and coordinate projects. He/She should have experience in dealing with senior level officers in government organizations, agencies, scientific organizations and also with national and international organizations. Must have adequate knowledge of production, export/import of coconut products/by-products; competing oilseeds/oils and fats; tariff and non-tariff issues on coconut trade; state of the coconut industry; problems, issues and opportunities in the coconut industry’s agriculture, processing, and marketing; price determinants of coconut oil and other coconut products; marketing channels for major coconut products; pests and diseases of coconuts; distinction between tall and hybrid varieties; etc.


7. Skills : Adept in the use of computer for writing communications, reports, emailing, surfing the internet, etc. Adaptable to multi-cultural work environment. Excellent inter personal relations skills with proven managerial leadership ability and experience.
8. Personality : Amiable, approachable, and easy to get along with.

9. Leadership : Must have led either an organizational unit or the entire organization preferably at CEO level or similar for at least 5 years.

10. Tenure : Initially for a period of 3 years and extendable for another 3 years as ICC Session desires. The Executive Director can only hold the position for maximum of two consecutive terms of three years each.
Annex 2

JOB DESCRIPTION OF EXECUTIVE DIRECTOR

1. General

Provides day-to-day management of the affairs of the ICC Secretariat. Using managerial and interpersonal skills, ensures that a multi-cultural office environment is conducive to serving the needs of ICC member countries, their representatives and ICC's various publics and clientele. Ensures that the Session-approved programs of activities are pursued efficiently and effectively within the approved budget. Designs and implements projects/activities to project ICC as a development-oriented intergovernmental organization attuned to the needs of fast changing regional and global environment.

2. Specific

a. Prepares the annual program of work with specific activities, timetable, budget, and personnel assignment. Presents such program before the annual session of plenipotentiary delegates for approval;

b. Manages the preparation of the annual budget. Presents such budget to the annual session for approval;

c. Exerts diplomatic and moral persuasive powers to collect member-countries annual contribution on time;

d. Prudently manages the funds of the Secretariat;

e. Exerts efforts to generate additional funds from regional/international organizations and international donor community to defray the cost of meetings and other development activities;

f. Sources out materials from scientists, researchers, policy makers, development workers, executives, and entrepreneurs/businessmen for inclusion in relevant ICC publications;

g. Edits: (a) such regular publications as: COCOMUNITY (monthly), CORD (twice a year), COCOINFO INTERNATIONAL (twice a year), and Annual Coconut Statistical Year Book; (b) ad hoc publications that may be put out from time to time;

h. Manages all the preparations for the:

i. Annual Session/Ministerial Meeting of Ministers and Plenipotentiary Delegates, including the finalization and distribution (to all NLOs) in advance of the meeting, all the documents pertaining to the meeting agenda;

ii. Printing and distribution of the Proceedings of the Annual Session;

iii. International COCOTECH Conference, including the drafting and finalization of the agenda, the theme, sub-themes, topics and resource speakers, reproduction of papers for presentation, funding for speakers and NLOs, etc;
iv. Printing and distribution of COCOTECH Proceedings; and

v. Special meetings that may happen from time to time.

i. Serves as a resource person during the Annual Session/Ministerial Meeting of Ministers and Plenipotentiary Delegates. Oversees the smooth and orderly conduct of the Session;

j. Serves as the overall coordinator for the smooth and orderly conduct of the International COCOTECH Conferences;

k. Conceptualizes and writes development project proposals in collaboration with the Technical Working Group and others;

l. Negotiates with financial institutions, international development agencies and international donor community for funding of development projects;

m. Represents ICC in the meetings of ESCAP, FAO, and other UN bodies/agencies;

n. Represents ICC in the International Coconut Genetic Resources Network (COGENT);

o. Prepares Annual Report of the ICC Secretariat;

p. Maintains a healthy network of linkages with international development agencies and institutions;

q. Links up with organizations, individuals and institutions engaged in the promotion and marketing of coconut products; and

r. Performs other jobs which are consistent with the mandate of ICC.
PROCEDURE OF ELECTION AND APPOINTMENT

1. The National Liaison Officer (NLO) as the official representative of the country to ICC sends the nomination letter, comprehensive resume/curriculum vitae and an essay of the nominee (by email or fax first, followed by post mail of the original copies) not later than 2 months after the date of the letter requesting for nominees, 28 February 2019. Only nominations sent by NLOs shall be considered official by ICC Secretariat.

2. Within one week after the deadline for submission of the candidates, ICC Secretariat shall circulate the names of the candidates to all member countries including:

   a. Matrix showing comparative qualifications of all the nominees
   b. Comprehensive resume / Curriculum vitae of the nominees
   c. An essay from each nominee titled: WHAT I WILL DO AS ICC EXECUTIVE DIRECTOR

   The documents shall be sent by email.

3. The NLOs shall have at least 3 weeks before the next Session to evaluate the best nominee for the post of Executive Director.

4. During the Annual Session/Ministerial Meeting of Ministers and Plenipotentiary Delegates:

   a. The Session shall appoint an Election Committee of the whole (one representative from each regular member country). This committee shall be chaired by the ICC Vice Chairman or any Plenipotentiary Delegate from a non-candidature country;
   b. The Election Committee shall meet to make the final selection of the Executive Director. The election of the Executive Director shall be done by secret ballot;
   c. The final candidates would be requested to make the relevant presentation to the Election Committee;
   d. Nine votes are needed to elect an Executive Director. If nobody among the nominees garners this number of votes in the first balloting, a second balloting will be taken. In the second balloting, only the top 2 contenders shall compete;
   e. The result of the voting shall be binding on the Plenipotentiary Delegates; and,
   f. The outcome of the voting shall be covered by a unanimous resolution appointing the chosen nominee to the post of Executive Director.

5. The ICC Chairman signs the appointment of the Executive Director. He also signs the Memorandum of Agreement on the detail by secondment to ICC of the Executive Director.
# TABLE OF RENUMERATION FOR ICC EXECUTIVE DIRECTOR

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Basic Pay</th>
<th>Other Benefits</th>
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<tbody>
<tr>
<td>1.</td>
<td>Monthly Salary</td>
<td>US$ 3,000.00 *</td>
<td></td>
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<tr>
<td>2.</td>
<td>Monthly Housing Allowance (Expatriate)</td>
<td></td>
<td>US$ 1,100.00</td>
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<td>3.</td>
<td>Educational Allowance for Dependents (Max 2 children: 21 years old and below)</td>
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<td>US$ 800.00/child/year</td>
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<td>4.</td>
<td>Provident Fund (contributed by APCC)**</td>
<td></td>
<td>15% of Monthly Salary</td>
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<td>5.</td>
<td>Installation and Removal Allowance</td>
<td></td>
<td>One month salary each</td>
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<td>6.</td>
<td>2-way Economic Travel Fare of Family (max 4) During Home Leave</td>
<td></td>
<td>Depends on distance to Jakarta</td>
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<td>7.</td>
<td>Vacation Leave</td>
<td></td>
<td>20 days/year</td>
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<td>8.</td>
<td>Sick Leave</td>
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<td>20 days/year</td>
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<tr>
<td>9.</td>
<td>Home Leave (Expatriate)</td>
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<td>30 days after 2 years service</td>
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<td>10.</td>
<td>Health Insurance (Including Family)</td>
<td></td>
<td>Depends on health condition and age</td>
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<td>11.</td>
<td>Separation Benefit</td>
<td></td>
<td>One month basic salary (at the time of separation) for every year of service</td>
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<td>12.</td>
<td>Transportation Allowance (apart from service car with driver)</td>
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<td>US$ 100.00/month</td>
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<td>13.</td>
<td>Life Insurance</td>
<td></td>
<td>Insurance coverage value = one month salary x 24</td>
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*starting pay; increasing at US$ 150/year.

**The Executive Director will contribute 6% of his/her salary to the Provident Fund. When he/she is separated, he/she gets the full amount of his/her share in the Provident Fund (21% of monthly basic salary), including its interest earnings.
CURRICULUM VITAE

1. Name : 
2. Date of Place of Birth : 
3. Nationality : 
4. (a) Marital Status. : 
   (b) No. of dependent children and their age with their date of birth : 
5. Postal Address : 
6. Telephone, Fax and Email : 
7. Educational Qualifications : 
   (Start from the highest qualification)

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<tr>
<th>No.</th>
<th>Degree</th>
<th>Institution</th>
<th>Year</th>
<th>No. Class/Rank</th>
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8. Language Proficiency : 
   - Read, Write and Speak
   - Speak
   - Read

9. Service rendered starting with : 

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<th>No.</th>
<th>Designation</th>
<th>Organization</th>
<th>From</th>
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10. Significant Contributions : 
   (a) In Coconut Industry

   (b) Others

11. Managerial Leadership Experience in:
    Organizations (with evidence)

12. Foreign Countries Visited :
13. Award/Recognition Received :

14. Full List of Publications :
   (a) In Coconut Industry
   (b) Others

15. Trainings/Workshops/Seminars/Symposiums/Conferences Organized :
    (a)
    (b)
    (c)

16. Membership in Important Committees/:
    Working Groups of Nationals and Internationals
    (a)
    (b)
    (c)

17. Membership in the Professional Societies :
    (a)
    (b)
    (c)

18. Any Other Contributions including Supporting the Claims :
    (a)
    (b)
    (c)

19. Referees (with full address) :
    (a)
    (b)
    (c)

20. What I will do if I become the Executive Director of the International Coconut Community (a brief essay write up)