



Agenda item 3(c)(i): PIDC HOS Recruitment Update

Proposed Recommendations

The Board is invited to **encourage** the HR Committee to progress the recruitment of the HOS immediately and to submit their recommended HOS candidate to the Board by March 2023.

Purpose

The purpose of this paper is to give an update to the Board on the progress of the recruitment of the Head of Secretariat.

Background

2. The departure of the former Head of Secretariat (HOS) on the completion of his contract initiated the HOS recruitment process. The Board Meeting in August 2022 consequently approved the Secretariat's recommendation that the recruitment of the Head of Secretariat was to be outsourced to a Human Resource Recruitment company following the precedent set in 2016. Consequently, as a matter of procedure, the selection process for the HOS was to be coordinated through the PIDC Human Resources Committee (HR) with the support of an external recruitment agency on the basis that this approach:

- a) is provided for by PIDC regulations and precedent; and
- b) will avoid additional administrative burden and costs to the Secretariat in managing the process.

3. However, the recruitment process was only formalised following the confirmation of the HR Committee at an intersessional Board meeting on 21 September 2022. The subsequent endorsement of the 2022-23 Human Resource Committee activated the entire HOS recruitment process. Table 1 below provides a phased timeline of the HOS recruitment process and targets set by the Committee to guide their activities and collective efforts.

Table 1: HOS Recruitment Timeline Activity

Activity	Timeline
Tender of HR Recruitment Company	18 October 2022
Shortlisting and Selection of HR Recruitment Company	21 -27 October 2022
HOS recruitment Period	01 November- 31 December
HOS Shortlisting and Interview	01 January- 28 February 2023
HOS Selection	01 March 2023

The HR Committee at this stage has completed the following activities including:

- a) Finalisation of the Recruitment Terms of Reference;
- b) Circulation of the tender documents throughout the Pacific region; and
- c) Committee meeting assessment of bids and shortlisting to progress recruitment scheduling and planning.

4. At the time of writing this report the Secretariat and the Human Resource Committee are currently finalising the proposal received from the external recruitment agency.

Conclusion

5. The Board is required to encourage the Human Resource Committee to progress the recruitment of the HOS immediately as per the timeline outlined in the table and to give their recommendations to the Board and Members intersessionally for approval once they have finalised their recommendations.