

CITEL RES. 256 (XXIX-14)¹

**ADOPTION OF THE PROFILE, SELECTION CRITERIA, AND
PROCESS FOR SELECTING THE EXECUTIVE SECRETARY OF CITEL**

The XXIX Meeting of the Permanent Executive Committee of CITEL, COM/CITEL,

CONSIDERING:

- a) That Article 26 of the Statute of the Inter-American Telecommunication Commission (CITEL) stipulates that “COM/CITEL shall propose to the Secretary General a short-list of three candidates for the position of Executive Secretary of CITEL”;
- b) That the current Executive Secretary of CITEL, Mr. Clovis Baptista, has made it known that he will reach the OAS mandatory retirement age in 2015;
- c) That the technical nature of CITEL calls for familiarity with the organization on the part of the Executive Secretary;
- d) That this position is of crucial importance to the success of CITEL;
- e) That there is desire for a transparent and participatory selection process; and
- f) That Article 17 of the Statute of the CITEL establishes the role of the Permanent Executive Committee of CITEL (COM/CITEL) in defining the profile and selection criteria, and in nominating a candidate for the position of Executive Secretary of CITEL in the General Secretariat of the Organization of American States (OAS),

¹ COM/CITEL/doc.1604/14 rev.6 cor.1

RESOLVES:

To request the Executive Secretary of CITEL to forward to the Member States, on December 10, 2014, the “Invitation to Present Candidacies” for the position of Executive Secretary of CITEL, including the Proposed Profile and Selection Criteria for the position of Executive Secretary of CITEL and taking into consideration the elements identified in Annex I hereto.

Proposed Profile and Selection Criteria for the Position of Executive Secretary of CITEL

1. Individual of recognized leadership and with technical expertise regarding the role of telecommunications / ICTs for the region's future, with knowledge of international affairs, multicultural environments, resource management, and program execution.

(a) Essential:

- Managerial experience and strong organizational skills.
- Knowledge of results-based management and administration and results-based budgeting
- Ability to negotiate and strong communications skills
- Ability to as part of a team and under pressure
- Ability to plan and execute projects.
- Knowledge of and participation in CITEL and ITU, and knowledge of other telecommunications/ICT organizations.
- Fulfillment of the requirements established for the P-5 grade defined in the OAS recruitment matrix.

(b) Desirable:

- Public communication skills through the use of websites and social networks (blogs, tweets, etc.)
- Experience of preparing and managing working documents of the organization
- Experience in technical and regulatory matters
- Ability to work using online digital media
- Previously held a leadership position in CITEL or another intergovernmental telecommunication/ICT organization.

2. Languages:

(a) Essential: Fluency in Spanish and English (read, write, and communicate).

(b) Desirable: Fluency in French and/or Portuguese.

Selection Process

1. Development of the profile and selection criteria
 - a. Date: December 3, 2014
 - b. Party responsible: COM/CITEL
2. Publication and dissemination to all Member States of the announcement of the proposed process for receipt of candidacies for the position of Executive Secretary of CITEL and the position profile. See Annex I.
 - a. Date: December 10, 2014
 - b. Party responsible: Secretariat of CITEL
3. Forwarding of candidacies to the Secretariat of CITEL
 - a. Note: One candidacy per Member State
 - b. Deadline: February 19, 2015
 - c. Party responsible: Member States of CITEL
4. Forwarding of the candidacies received by the Secretariat of CITEL to COM/CITEL members
 - a. Date: February 23, 2015
 - b. Party responsible: Secretariat of CITEL
5. Evaluation of the candidacies presented
 - a. Date: from February 23 to March 17, 2015
 - b. Party responsible: Member States of COM/CITEL
6. Meeting of COM/CITEL in Washington, D.C., attended by the candidates for the presentation of their candidacy
 - a. Date: March 16, 2015
 - b. Party responsible: COM/CITEL Member States
7. Attendance-based meeting of COM/CITEL to select the short-list of three candidates for Executive Secretary of CITEL
 - a. Note: The selection will be made:
 - i. By secret ballot;
 - ii. By submitting one vote for up to two (2) candidacies;
 - iii. A minimum of 5 votes is required for inclusion on the short list of three;
 - iv. In the event that the first round of voting does not yield three candidates with the required minimum number of votes, a new voting round will be held, in which each member will have (1) vote per (1) candidate;
 - v. An Election Board will be created, composed of one representative of each of the four sub-regions of the Americas;
 - vi. The short list of three candidates provided to the Secretary General must include at least one woman, unless there are no qualified women candidates;
 - b. Date: March 17, 2015
 - c. Party responsible: COM/CITEL
8. Forwarding of the short list of three candidates to the OAS Secretary General
 - a. Date: To be determined by resolution of COM/CITEL making official the short list of three candidates selected
 - b. Responsible party: Chair of COM/CITEL
9. *Date of election of the OAS Secretary General: March 18, 2015*
10. *Date of assumption of office by the new Secretary General of the OAS*
11. *Appointment by the OAS Secretary General of the new Executive Secretary of CITEL*

ANNEX 1 TO RESOLUTION COM/CITEL RES. 256 (XXIX-14)

Invitation to Present Candidacies that includes, among other things

Announcement date / Closing date / Place of presentation (CITEL or OAS offices), Title of post /
Duration of contract and Type of appointment / Possibility of renewal
Secretariat/Department/Office (within the OAS structure)
Duty station
Duties and responsibilities
Qualifications / Education / Experience / Languages / Technical, administrative, and diplomatic skills
Supporting documentation / Documentation required by the OAS / Note from the nominating
administration in support of the candidacy
Salary and benefits
Selection process dates / Start date / Presentation of candidacy
Selection methodology

In analyzing these items, we would have to consider:

Promote, in the Member States, the presentation of candidacies of women with the skills and qualities required for the position.