



INTERNATIONAL COCOA ORGANIZATION  
ORGANISATION INTERNATIONALE DU CACAO  
МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО КАКАО  
ORGANIZACION INTERNACIONAL DEL CACAO

**ED(MEM) 1041/Rev.1**

Original: English

International Cocoa Organization  
Immeuble ICCO  
II – Plateau ENA  
Avenue Boga Doudou  
Abidjan  
Côte d'Ivoire

Tel: +225 22 51 4950

Fax: +225 22 51 4979

E-mail: [jeanmarc.anga@icco.org](mailto:jeanmarc.anga@icco.org)

**To:** All Members

**From:** The Executive Director

**Subject: Post of Executive Director of the International Cocoa Organization**

The Executive Director presents his compliments and has the honour to inform Members that, at its 96<sup>th</sup> regular session which took place in Abidjan from 18-22 September 2017, the International Cocoa Council decided to launch the procedure for the appointment of a new Executive Director.

The deadline for receipt of applications is Friday 15 December 2017.

By 15 January 2018, the names of the pre-selected candidates will be submitted to ICCO Member countries to establish their non-objection. Such position shall be indicated in writing by each Member country.

The nomination of an Executive Director will take place in April 2018 during the 97<sup>th</sup> regular session of the Council or in June 2018 at a special session of the International Cocoa Council. This will enable the new Executive Director to take up his/her position on 1 October 2018.

Members are therefore kindly requested to bring the vacancy to the attention of qualified candidates in their respective countries.

Applications should be submitted in any of the four working languages of the Organization (English, French, Russian and Spanish) and should include a covering letter, a *curriculum vitae*, a recent photograph, three references confirming the candidate's required experience and skills and a vision statement on the world cocoa economy.

If the application is not submitted in English, translation into that language should be provided.

The shortlisted candidates will also be required to make an oral presentation of their vision statement to the International Cocoa Council during its 97<sup>th</sup> regular session in April 2018 in Berlin, Germany or, if necessary, at a special session of the Council in June 2018 in Abidjan, Côte d'Ivoire.

The cost of travel and subsistence for the final interviews of the short-listed candidates will be borne by the candidates themselves.

The application can include a letter of endorsement from the supporting Government. If it is not the case, the International Cocoa Council will make sure that there is no objection against the appointment from the candidate's country.

Applications must be submitted by post and should be addressed to:

The Executive Director  
International Cocoa Organization  
Immeuble ICCO  
II – Plateau ENA  
Avenue Boga Doudou  
06 BP 1166 Abidjan 06  
Côte d'Ivoire

A copy of the application may also be sent by email to [jeanmarc.anga@icco.org](mailto:jeanmarc.anga@icco.org) and copied to [recruitment@icco.org](mailto:recruitment@icco.org)



13 October 2017

## **ANNEX 1**

### **CRITERIA FOR THE SELECTION OF A NEW EXECUTIVE DIRECTOR**

*In order for the Selection Panel to examine their applications, candidates for the post of Executive Director must satisfy the following criteria:*

#### **1) Responsibilities**

*The Executive Director is the Chief Executive Officer of the Organization and is accountable to the International Cocoa Council.*

#### **2) Remuneration**

*A competitive salary package, based on the grade of Under-Secretary-General (USG) on the United Nations' salary scale.*

#### **3) Tenure**

*The appointment of the Executive Director will be for a fixed term, on a five-year contract.*

#### **4) Duty Station**

*Abidjan.*

#### **5) Nationality**

*Candidates shall be nationals of ICCO Member countries including countries that have signed and ratified the International Cocoa Agreement, 2010. Candidates that are nationals of countries with unpaid contributions to the Organization may not be considered.*

#### **6) Background**

*At least a Master's Degree or equivalent from a recognized University or Institution of Higher Education. It is stressed that Post Graduate qualification is a requirement as the Executive Director supervises highly qualified staff in the Professional and Higher categories who hold advanced degrees (e.g., M.A., M.Sc., Ph.D.).*

#### **7) Professional Experience**

*At least fifteen (15) years of professional experience with a minimum of ten (10) years at management level in Government, international organizations,*

*industry/commerce, engineering, etc. Experience within the field of commodities, especially in the cocoa sector, would be an advantage;*

*Fundraising skills, excellent communication skills, inspirational leadership, flexibility in approach; demonstrated ability to bind and motivate people to work together as a team;*

*Candidates should be of high personal integrity.*

**8) Age**

*Following United Nations practice, there is no age limit for a post at this level.*

**9) Languages**

*Excellent knowledge of English and/or French, both spoken and written, is essential. Working knowledge of French as the official language of the host country would be desirable. One or more of the other working languages of the Organization (Spanish, Russian) would be an advantage.*

**10) Grading**

*The appointment will be at Under-Secretary-General (USG) level of the United Nations salary scale.*

**11) Gender**

*The Organization encourages applications from all genders.*