

## VACANCY NOTIFICATION

### **Economist at the International Pepper Community**

**International Pepper Community (IPC)** has requested Spices Board, to propose a panel of minimum two nominations for the post of Economist in the IPC for consideration.

The Terms of Reference and other condition and eligible criteria for the post of Economist, are detailed in the attachment.

Eligible officials, those who are interested for nomination, may submit their willingness to the undersigned immediately.

SECRETARY

**ANNEX III(A)**

**PROCEDURE FOR NOMINATION AND SELECTION  
OF THE PROFESSIONAL STAFF  
OF THE INTERNATIONAL PEPPER COMMUNITY**

**A. Selection and Appointment of Professional Staff by the regular Session of IPC**

1. The Secretariat shall, in the final year of the term of the Professional Staff and six months before the following session, inform the member countries that the Professional Staff's term is due to expire, to enable a decision to be taken on his extension or for calling of nominations for the post. If nominations are to be called, a minimum of two nominations of candidates meeting the eligibility criteria for the position of the Professional Staff shall be made by member countries in turn in the following order: India, Malaysia, Indonesia, Brazil, Sri Lanka, Vietnam and any new members in order of their joining. Such nomination shall be transmitted to the Secretariat at least 90 days (three months) before the date of the Session scheduled to appoint the Professional Staff<sup>40</sup>.
2. All nominations must be accompanied with 6 copies or such other numbers as may be required of the Curriculum Vitae and other information of the respective nominees, and shall be circulated to all the member countries within 15 days after the designated nominating period<sup>41</sup>
3. The Executive Director shall submit the nominations to the Session for making the final selection and appointment.
4. Letter of Appointment shall be issued and signed by the Executive Director as per Rule 4.05.

**B. Selection and Appointment of Professional Staff by any Session other than the Regular Session of IPC<sup>42</sup>**

1. In the event that it is decided that the Professional Staff shall be elected and appointed by any Session other than the regular Session, the member country whose turn it is to nominate the candidate shall transmit a minimum of two nominations to the Secretariat at least 30 days before the date of the Session scheduled to appoint the Professional Staff<sup>43</sup>.
2. All nominations must be accompanied with 6 copies or such other numbers as may be required, of the Curriculum Vitae and other information of the respective nominees and shall be circulated to all the member countries within 15 days after the designated nominating period<sup>44</sup>.
3. The Executive Director shall submit the nominations to the forum convened for the purpose for making the final selection and appointment.

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<sup>40</sup> Amended at the 33<sup>rd</sup> Session of IPC, 28 November -1 December 2005, Nusa Dua, Bali, Indonesia

<sup>41</sup> Amended at the 33<sup>rd</sup> Session of IPC, 28 November -1 December 2005, Nusa Dua, Bali, Indonesia

<sup>42</sup> Amended at the 33<sup>rd</sup> Session of IPC, 28 November -1 December 2005, Nusa Dua, Bali, Indonesia

<sup>43</sup> Amended at the 33<sup>rd</sup> Session of IPC, 28 November -1 December 2005, Nusa Dua, Bali, Indonesia

<sup>44</sup> Amended at the 33<sup>rd</sup> Session of IPC, 28 November -1 December 2005, Nusa Dua, Bali, Indonesia

4. Where the member countries have by consensus decided to select and appoint a professional staff through correspondence, their decision will be communicated to the Secretariat within 15 days after receipt of the nominations as circulated by the Secretariat. The Secretariat will inform the member countries of the candidate selected through their consensus decision immediately after such a decision has been arrived at. The forthcoming Session following the consensus decision will be requested to endorse the decision.
5. Letter of Appointment shall be issued and signed by the Executive Director as per Rule 4.05.

**ANNEX III (B)**

**JOB DESCRIPTION, QUALIFICATIONS, SALARY SCALE,  
CONDITIONS AND TERMS OF SERVICE OF THE PROFESSIONAL STAFF  
OF THE INTERNATIONAL PEPPER COMMUNITY**

- Job Description** : Reporting directly to the Executive Director of the International Pepper Community:
- a) Preparing documents for Meetings of the Community,
  - b) Producing “Pepper News”, “Statistical Year Book”, “Weekly Price Bulletin”, and other publications of the Community,
  - c) Assisting in the formulation, implementation and monitoring of Projects/Studies of the Community,
  - d) Conducting in-depth studies on various aspects of pepper such as production, processing, marketing etc. as specified in the work programme,
  - e) Maintaining close contact with exporters, importers, processors, research scientists and agriculturist to exchange ideas and information on pepper trade, research and processing,
  - f) Assisting in administrative matters of the Secretariat,
  - g) Supervision of General Staff,
  - h) Acting as the Executive Director in his absence,
  - i) Performing other duties and responsibilities as assigned to him from time to time by the Executive Director of the International Pepper Community.
- Title** : Economist
- Official Duty Station** : Jakarta, Indonesia
- Qualifications** : 1. University Degree in Economics.  
2. Post Graduate in Agricultural Economic/ Marketing is preferable.  
3. Several years of experience his professional field/marketing,  
4. Familiarity with the pepper economy and commodity trading,  
5. Good knowledge in English,  
6. Good knowledge in the use of personal computer and familiar with Lotus/Excel and WP/Words Programme.  
7. Not exceeding the age of 60 years <sup>45</sup>
- Salary** : **US\$. 21,600** per annum, net and tax free, payable monthly one-half in US\$ and the other half in local currency<sup>46</sup>.

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<sup>45</sup> Amended at the 40<sup>th</sup> Session of IPC, Colombo, Sri Lanka, 31<sup>st</sup> Oct – 2<sup>nd</sup> Nov. 2012

<sup>46</sup> Amended at the 8<sup>th</sup> Session of IPC, 15-17 September 1980, Cochin, India

**Effective Date** : From the date of assuming duty at the Secretariat Office in Jakarta

**Allowances** : a) **Installation Allowance**

Expatriate Staff of the Secretariat shall be paid installation allowance equal to one month's salary on assumption of duty<sup>47</sup>.

b) **Separation Allowance**

Separation Allowance of one month's month salary per year of service to the Economist to be paid at the end of services for every year of service<sup>48</sup>.

c) **Children's Education Allowances**

A yearly sum of US\$800 shall be payable for each child of expatriate staff who is below 21 years of age and is school going, subject to a maximum of 2 children<sup>49</sup>.

d) **Housing Allowance**

Housing allowance of US\$800 per month for the Economist<sup>50</sup>.

**Fringe Benefits** : a) **Employee Provident Fund**

- o By Employer: 15%
- o By Employee: 6%

b) **Medical Facilities**

The Community shall provide the Secretariat Staff and their dependants with hospitalization insurance and medical expenses up to a specified maximum as approved in the Annual Budget<sup>51</sup>.

c) **Terms Insurance**

The Community shall cover the Secretariat Staff with a life insurance for the terms of his employment with the Community for the sum equal to twice his yearly salary<sup>52</sup>.

**Tenure of Appointment** : The appointment will be for a period of two (2) years, extendable for another one year<sup>53</sup>.

The Secretariat shall, in the final year of the term of the Professional Staff and six months before the following session, inform the member countries that the Professional Staff's term is due to expire, to enable a decision to be taken on his extension or for calling of nominations for the post. If nominations are to be called, a minimum of two nominations

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<sup>47</sup> Amended at the 27<sup>th</sup> Session of IPC, on 12-13 November 1999, Colombo, Sri Lanka

<sup>48</sup> Amended at the 28<sup>th</sup> Session of IPC, 24<sup>th</sup> August 2000, Chiang Mai, Thailand

<sup>49</sup> Amended at the 23<sup>rd</sup> Session of IPC, 10-11 August 1995, Belem, Brazil

<sup>50</sup> Approved by way of circulation based on the decision of the Executive Meeting of Heads of Delegation at the 35<sup>th</sup> Session of IPC, 29<sup>th</sup> October and 2<sup>nd</sup> November 2007, Kuala Lumpur, Malaysia and decision of the Executive Meeting of Heads of Delegation at the 36<sup>th</sup> Session of IPC, 24<sup>th</sup> November and 26<sup>th</sup> November 2008, Ho Chi Minh City, Vietnam

<sup>51</sup> Amended at the 17<sup>th</sup> Session of IPC, 29 November – 2 December 1989, Yogyakarta, Indonesia

<sup>52</sup> Amended at the 14<sup>th</sup> Session of IPC, 29 October – 1 November 1986, Salvador, Brazil

of candidates meeting the eligibility criteria for the position of the Professional Staff shall be made by member countries in turn in the following order: India, Malaysia, Indonesia, Brazil, Sri Lanka, Vietnam and any new members in order of their joining. Such nomination shall be transmitted to the Secretariat at least 90 days (three months) before the date of the Session scheduled to appoint the Professional Staff<sup>54</sup>.

**Privileges and Immunities** : Privileges and immunities entitled are as prescribed in the Staff Rules and Regulations of the International Pepper Community and as in the Agreement between the Government of the Republic of Indonesia and the International Pepper Community on the establishment of the Secretariat of the IPC.

**Termination of Service** : Six months notice on either side

**Special Conditions** : As prescribed in the Staff Rules and Regulations of The International Pepper Community Scope and Purposes.

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<sup>53</sup> Amended at the 31<sup>st</sup> Session of IPC, 4<sup>th</sup> September 2003, Kochi, India

<sup>54</sup> Amended at the 33<sup>rd</sup> Session of IPC, 28 November -1 December 2005, Nusa Dua, Bali, Indonesia