

PROCEDURE FOR THE APPOINTMENT OF THE SECRETARY GENERAL AND TECHNICAL COORDINATOR

- **The council to develop and formulate the contents of the advertisement based on the submitted Job Description;**
- **Advertise in at least two International Journals/ on the internet for a period of at least one month**
- **Collation of all applications;**
- **Short listing of qualified and suitable candidates;**
- **Letters of invitation for interview be sent to short listed candidates stating date , time and place of the interview.;**

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- **Council to conduct interview for the invited candidates and the identify most suitable candidate;**
- **Letter of offer of appointment- stating all terms and conditions of service.**

- **Note:** **The recruitment for the positions of Administrative and Technical assistants will be advertised in at least two national daily newspapers of the host country.**