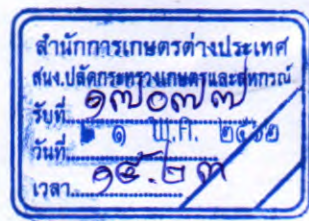




บันทึกข้อความ



ส่วนราชการ กรมวิชาการเกษตร กองแผนงานและวิชาการ โทร. ๐ ๒๕๖๑ ๔๖๖๙ โทรสาร ๐ ๒๕๖๑ ๕๐๒๔

ที่ กษ.๐๙๐๕/ ๕๕๖

วันที่ ๑๗ พฤษภาคม ๒๕๖๒

เรื่อง ขอเชิญเสนอชื่อผู้สมัครเพื่อดำรงตำแหน่งผู้อำนวยการบริหารของชมรมมะพร้าวนานาชาติ (Executive Director of International Coconut Community)

เรียน ผู้อำนวยการสำนักการเกษตรต่างประเทศ สำนักงานปลัดกระทรวงเกษตรและสหกรณ์

ด้วยกรมวิชาการเกษตรได้รับแจ้งจากชมรมมะพร้าวนานาชาติ (International Coconut Community: ICC) เรื่องการเปิดให้ประเทศสมาชิกเสนอชื่อผู้สมัครเพื่อดำรงตำแหน่งผู้อำนวยการบริหาร (Executive Director) ของชมรมมะพร้าวนานาชาติ โดยจะมีวาระการดำรงตำแหน่ง ๓ ปี ซึ่งมีการกำหนดคุณสมบัติของผู้สมัครในเบื้องต้นคือ เป็นผู้ที่มีประสบการณ์และชื่อเสียงในระดับชาติหรือระดับนานาชาติเป็นเวลา ๑๕ ปี โดยมีประสบการณ์ ๑๐ ปีในการดำรงตำแหน่งผู้บริหารระดับสูงในองค์กรภาครัฐและภาคเอกชน โดยเฉพาะในงานเกี่ยวกับมะพร้าวหรือธุรกิจที่เกี่ยวข้อง ทั้งนี้ ชมรมมะพร้าวนานาชาติขอให้ประเทศสมาชิกคัดเลือกผู้สมัครประเทศละ ๑ รายและเสนอผ่านผู้แทนประเทศ (National Liaison Officer) หรือเจ้าหน้าที่ผู้มีอำนาจเต็ม รายละเอียดดังเอกสารแนบ

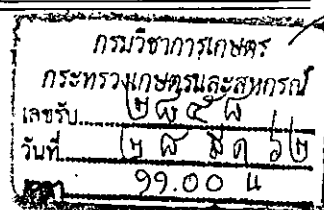
ในการนี้ กรมวิชาการเกษตรในฐานะผู้แทนประเทศไทยในชมรมมะพร้าวนานาชาติ ขอความอนุเคราะห์สำนักการเกษตรต่างประเทศพิจารณาประชาสัมพันธ์ให้ข้าราชการกระทรวงเกษตรและสหกรณ์ที่สนใจ โดยขอให้ส่งใบสมัครไปยังกรมวิชาการเกษตร ภายในวันที่ ๑๔ มิถุนายน ๒๕๖๒ เพื่อนำส่งใบสมัครไปยังชมรมมะพร้าวนานาชาติต่อไป ทั้งนี้ สามารถติดต่อสอบถามข้อมูลเพิ่มเติมได้ที่ นางวิไลวรรณ ทวีศรี นักวิชาการเกษตรชำนาญการพิเศษ สถาบันวิจัยพืชสวน หมายเลขโทรศัพท์ ๐๙๕ ๐๓๗ ๗๐๙๐ หรือ E-mail wilaiwan_hri@hotmail.com

จึงเรียนมาเพื่อโปรดทราบและพิจารณา

(นางพิสมัย จันทนมัญญะ)
ผู้อำนวยการกองแผนงานและวิชาการ
๑๗ พ.ค. ๖๒



A.27/010/2019.
28 February 2019.



FOR ALL NLOs: Federated States of Micronesia, Fiji, India, Indonesia, Jamaica, Kenya, Kiribati, Marshall Islands, Malaysia, Papua New Guinea, Philippines, Samoa, Solomon Islands, Sri Lanka, Thailand, Tonga, Vanuatu and Vietnam.

DR. SURMSUK SALAKPETCH

Director General

Department of Agriculture

Ministry of Agriculture & Cooperatives

Bangkok, Thailand

Dear Dr. Surmsuk:

**SUBJECT: NOMINATION OF CANDIDATES FOR THE POSITION OF
EXECUTIVE DIRECTOR**

Greetings from the Secretariat of the International Coconut Community (ICC) in Jakarta.

In view of the completion of the tenure of the incumbent Executive Director, new nominations are called for from the ICC member countries for the position of Executive Director. The term of the Executive Director is three years and renewable for another one term of three years at the discretion of the Session, on terms and conditions established by the Community.

I am pleased to enclose herewith, the following documents:

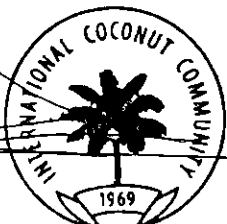
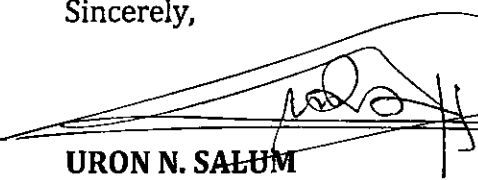
- Annex 1 : Qualifications Required for the Post as Approved in the 54th APCC Session/
Ministerial Meeting in Malaysia
- Annex 2 : Job Description
- Annex 3 : Procedure of Selection and Appointment
- Annex 4 : Table of Remuneration
- Annex 5 : Proforma for Curriculum Vitae

We advise that only one nomination shall be forwarded to the ICC Secretariat. If more applications are received by any country then the short list is done at the country level based on merit and that only one nomination is forwarded to the ICC Secretariat.

The application should be endorsed and forwarded only by the competent authority namely, the NLO or a Plenipotentiary Officer. **The deadline or receipt of the nomination is 30 June 2019.** Any application received beyond the date shall be considered ineligible. Any applicant who does not meet any of the basic qualification (eg. Age limit) will not be eligible for consideration also.

I thank you very much for your time and we look forward to hear from you soon.

Sincerely,



URON N. SALUM
Executive Director

Copy furnished:

MR. SOMBAT TONGTAO, Director, Horticulture Research Institute, Department of Agriculture,
Ministry of Agriculture & Cooperatives, Bangkok, Thailand

QUALIFICATIONS FOR THE POST OF EXECUTIVE DIRECTOR

Applications are hereby invited for the post of Executive Director for the International Coconut Community (ICC) based in Jakarta, Indonesia.

1. Age : Must be within the age limit of 45 – 56 years of age. The mandatory retirement age is at 62 years.
2. Citizenship : Must be a citizen of a full member country of the ICC.
3. Educational Qualification : Essential :
Degree in Agriculture or allied subjects / Life Science/ Marketing / Business Management with excellent knowledge of spoken and written English. (Knowledge of other languages will be an added advantage).
4. Desirable : Post Graduate/ Doctoral Degree.
5. Experience : A person of national and international repute with 15 years experience out of which 10 years in senior managerial position in Government / Public Sector, preferably in coconut or other related industry. He/She should have experience in Personnel and Financial Management and able to formulate harmonize and coordinate projects. He/She should have experience in dealing with senior level officers in government organizations, agencies, scientific organizations and also with national and international organizations. Must have adequate knowledge of production, export/import of coconut products/by-products; competing oilseeds/oils and fats; tariff and non-tariff issues on coconut trade; state of the coconut industry; problems, issues and opportunities in the coconut industry's agriculture, processing, and marketing; price determinants of coconut oil and other coconut products; marketing channels for major coconut products; pests and diseases of coconuts; distinction between talls and hybrid varieties; etc.
6. Scale of pay : US\$ 3,000-150-3750.
7. Skills : Adept in the use of computer for writing communications, reports, emailing, surfing the internet, etc. Adaptable to multi-cultural work environment. Excellent inter personal relations skills with proven managerial leadership ability and experience.

8. Personality : Amiable, approachable, and easy to get along with.
9. Leadership : Must have led either an organizational unit or the entire organization preferably at CEO level or similar for at least 5 years.
10. Tenure : Initially for a period of 3 years and extendable for another 3 years as ICC Session desires. The Executive Director can only hold the position for maximum of two consecutive terms of three years each.

JOB DESCRIPTION OF EXECUTIVE DIRECTOR

1. General

Provides day-to-day management of the affairs of the ICC Secretariat. Using managerial and interpersonal skills, ensures that a multi-cultural office environment is conducive to serving the needs of ICC member countries, their representatives and ICC's various publics and clientele. Ensures that the Session-approved programs of activities are pursued efficiently and effectively within the approved budget. Designs and implements projects/activities to project ICC as a development-oriented intergovernmental organization attuned to the needs of fast changing regional and global environment.

2. Specific

- a. Prepares the annual program of work with specific activities, timetable, budget, and personnel assignment. Presents such program before the annual session of plenipotentiary delegates for approval;
- b. Manages the preparation of the annual budget. Presents such budget to the annual session for approval;
- c. Exerts diplomatic and moral persuasive powers to collect member-countries annual contribution on time;
- d. Prudently manages the funds of the Secretariat;
- e. Exerts efforts to generate additional funds from regional/international organizations and international donor community to defray the cost of meetings and other development activities;
- f. Sources out materials from scientists, researchers, policy makers, development workers, executives, and entrepreneurs/businessmen for inclusion in relevant ICC publications;
- g. Edits: (a) such regular publications as: COCOMUNITY (monthly), CORD (twice a year), COCOINFO INTERNATIONAL (twice a year), and Annual Coconut Statistical Year Book; (b) ad hoc publications that may be put out from time to time;
- h. Manages all the preparations for the:
 - i. Annual Session/Ministerial Meeting of Ministers and Plenipotentiary Delegates, including the finalization and distribution (to all NLOs) in advance of the meeting, all the documents pertaining to the meeting agenda;
 - ii. Printing and distribution of the Proceedings of the Annual Session;
 - iii. International COCOTECH Conference, including the drafting and finalization of the agenda, the theme, sub-themes, topics and resource speakers, reproduction of papers for presentation, funding for speakers and NLOs, etc;

- iv. Printing and distribution of COCOTECH Proceedings; and
- v. Special meetings that may happen from time to time.
- i. Serves as a resource person during the Annual Session/Ministerial Meeting of Ministers and Plenipotentiary Delegates. Oversees the smooth and orderly conduct of the Session;
- j. Serves as the overall coordinator for the smooth and orderly conduct of the International COCOTECH Conferences;
- k. Conceptualizes and writes development project proposals in collaboration with the Technical Working Group and others;
- l. Negotiates with financial institutions, international development agencies and international donor community for funding of development projects;
- m. Represents ICC in the meetings of ESCAP, FAO, and other UN bodies/agencies;
- n. Represents ICC in the International Coconut Genetic Resources Network (COGENT);
- o. Prepares Annual Report of the ICC Secretariat;
- p. Maintains a healthy network of linkages with international development agencies and institutions;
- q. Links up with organizations, individuals and institutions engaged in the promotion and marketing of coconut products; and
- r. Performs other jobs which are consistent with the mandate of ICC.

PROCEDURE OF ELECTION AND APPOINTMENT

1. The National Liaison Officer (NLO) as the official representative of the country to ICC sends the nomination letter, comprehensive resume/curriculum vitae and an essay of the nominee (by email or fax first, followed by post mail of the original copies) not later than 2 months after the date of the letter requesting for nominees, 28 February 2019. Only nominations sent by NLOs shall be considered official by ICC Secretariat.
2. Within one week after the deadline for submission of the candidates, ICC Secretariat shall circulate the names of the candidates to all member countries including:
 - a. Matrix showing comparative qualifications of all the nominees
 - b. Comprehensive resume / Curriculum vitae of the nominees
 - c. An essay from each nominee titled : WHAT I WILL DO AS ICC EXECUTIVE DIRECTOR

The documents shall be sent by email.
3. The NLOs shall have at least 3 weeks before the next Session to evaluate the best nominee for the post of Executive Director.
4. During the Annual Session/Ministerial Meeting of Ministers and Plenipotentiary Delegates:
 - a. The Session shall appoint an Election Committee of the whole (one representative from each regular member country). This committee shall be chaired by the ICC Vice Chairman or any Plenipotentiary Delegate from a non-candidature country;
 - b. The Election Committee shall meet to make the final selection of the Executive Director. The election of the Executive Director shall be done by secret ballot;
 - c. The final candidates would be requested to make the relevant presentation to the Election Committee;
 - d. Nine votes are needed to elect an Executive Director. If nobody among the nominees garners this number of votes in the first balloting, a second balloting will be taken. In the second balloting, only the top 2 contenders shall compete;
 - e. The result of the voting shall be binding on the Plenipotentiary Delegates; and,
 - f. The outcome of the voting shall be covered by a unanimous resolution appointing the chosen nominee to the post of Executive Director.
5. The ICC Chairman signs the appointment of the Executive Director. He also signs the Memorandum of Agreement on the detail by secondment to ICC of the Executive Director.

Annex 4

TABLE OF REMUNERATION FOR ICC EXECUTIVE DIRECTOR

No.	Description	Basic Pay	Other Benefits
1.	Monthly Salary	US\$ 3,000.00 *	
2.	Monthly Housing Allowance (Expatriate)		US\$ 1,100.00
3.	Educational Allowance for Dependents (Max 2 children: 21 years old and below)		US\$ 800.00/child/year
4.	Provident Fund (contributed by APCC)**		15% of Monthly Salary
5.	Installation and Removal Allowance		One month salary each
6.	2-way Economic Travel Fare of Family (max 4) During Home Leave		Depends on distance to Jakarta
7.	Vacation Leave		20 days/year
8.	Sick Leave		20 days/year
9.	Home Leave (Expatriate)		30 days after 2 years service
10.	Health Insurance (Including Family)		Depends on health condition and age
11.	Separation Benefit		One month basic salary (at the time of separation) for every year of service
12.	Transportation Allowance (apart from service car with driver)		US\$ 100.00/month
13.	Life Insurance		Insurance coverage value = one month salary x 24

*starting pay; increasing at US\$ 150/year.

**The Executive Director will contribute 6% of his/her salary to the Provident Fund. When he/she is separated, he/she gets the full amount of his/her share in the Provident Fund (21% of monthly basic salary), including its interest earnings.

CURRICULUM VITAE

1. Name :
2. Date of Place of Birth :
3. Nationality :
4. (a) Marital Status :
(b) No. of dependent children and :
their age with their date of birth
5. Postal Address :
6. Telephone, Fax and Email :
7. Educational Qualifications :
(Start from the highest qualification)

No.	Degree	Institution	Year	No. Class/Rank

8. Language Proficiency :
- Read, Write and Speak
- Speak
- Read

9. Service rendered starting with :

No.	Designation	Organization	From	To

10. Significant Contributions :
(a) In Coconut Industry
(b) Others
11. Managerial Leadership Experience in :
Organizations (with evidence)
12. Foreign Countries Visited :

13. Award/Recognition Received :
14. Full List of Publications :
- (a) In Coconut Industry
- (b) Others
15. Trainings/Workshops/ Seminars/ :
Symposiums/Conferences Organized
- (a)
- (b)
- (c)
16. Membership in Important Committees/
Working Groups of Nationals and
Internationals
- (a)
- (b)
- (c)
17. Membership in the Professional :
Societies
- (a)
- (b)
- (c)
18. Any Other Contributions including :
Supporting the Claims
- (a)
- (b)
- (c)
19. Referees (with full address) :
- (a)
- (b)
- (c)
20. What I will do if I become the Executive Director of the International Coconut
Community (a brief essay write up)