

**ELIGIBILITY CRITERIA, DUTIES AND RESPONSIBILITIES, AND SALARY PACKAGE - SECRETARY-GENERAL**

**Eligibility Criteria**

- a) Qualification: Bachelor's Degree as a minimum, preferably a Master's Degree or a PhD
- b) Experience: At least 15 years of relevant experience, including public and private sector, with at least 5 years at the rank of Ambassador or Senior Official and
- c) Nationality: Nominations shall be submitted by Members only, and in respect of their own nationals.

Title of the Post	Duties and Responsibilities
SECRETARY-GENERAL	<ul style="list-style-type: none"> <li>a) Serving as the Chief Administrative Officer for the administration of the Secretariat to perform the function in accordance with terms and conditions provided in the Charter and the rules of procedure.</li> <li>b) Representing IORA Secretariat at the Council of Ministers, Committee of Senior Officials meetings, reporting of their proceedings and decisions implementation of those decisions;</li> <li>c) Support for any other meetings as specifically instructed by the COM and/or CSO and reporting of proceedings and decisions;</li> <li>d) Ensuring an efficient operation of the Secretariat, preparing and submitting progress regular reporting of the status of the IORA's work program and calendar of events to member states. Compilation and distribution of any other annual or periodical publications or documents as instructed by the COM and/or CSO;</li> <li>e) Bearing full responsibility for the management of fiscal resources of the secretariat, management of the IORA's budget, finances and financial records including expenditure made by the Secretariat and any funds held by the IORA. Presentation of a sufficiently detailed annual budget to the COM and CSO for approval. Proper reporting of sufficiently detailed audited financial statements to the COM and CSO;</li> <li>f) Recommendations to the CSO, in line with agreed IORA guidelines and procedures, for a change in status of a project that may not be</li> </ul>

	<p>proceeding as approved by the CSO. This should follow a process of monitoring and consultation with the project coordinators, in line with guidelines agreed by the IORA;</p> <p>g) Assigning, in conformity with the objectives of the IORA and for the effective fulfillment of the Secretariat functions, the appropriate division of work among the staff members based on their job Descriptions;</p> <p>h) Supervising the preparation and authorizing the distributions of documents, publications and correspondence of the Secretariat;</p>
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### Salary package

The salary package of the Secretary-General is the following.

No.	Details	USD (monthly)
1.	Basic Salary	3,000
2.	Relocation Allowance	600
3.	Representation Allowance	350
4.	Pension	50
5.	Entertainment Allowance	400
<b>A - Total Basic Salary</b>		<b>4,400</b>
6.	Housing Allowance	2,000
7.	Medical Insurance	500
8.	Educational Allowance	1500
9.	Car Benefits	1000
<b>B - Other Allowances</b>		<b>5,000</b>
<b>A + B - Total Salary</b>		<b>9,400</b>

The main fringe benefits are described as follows:

1.	Re-settlement allowance	25% of total monthly salary	Paid once on arrival
2.	Paid leave	22 days excluding weekends and public holidays	Every 12 months in office
3.	Return tickets	Business Class for incumbent Secretary- General, spouse and max 3 children from the	Paid every 18 months

		place of work to original residence or equivalent of it (children will be defined as dependent children up to age of 21)	
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