

APSCO International Staff Recruitment for the year 2015 (II)

I. Principles

Based on the principles of openness, transparency, impartiality and competitive selection, the staff shall be recruited from the Member States according to the annual staff posts approved by the Council. The posts and categories of the employed staff shall be determined according to their experience and competence while considering the scale of the Member States contributions of the candidates.

II. Position Vacant of year 2015

| DEPARTMENT | PERSON. | POST |
|--------------------------------------|---------|------------------|
| External Relations and Legal Affairs | 1 | Director General |

III. Basic Reference for the Post

Director General (under age of 60)

External Relations and Legal Affairs Department (1)

- ✧ With bachelor degree or higher in international law/ international relations
- ✧ Over 10 years of experience of management for international relations / legal affairs in related agencies of his/her own country
- ✧ With official identity and serving as deputy director general of department / bureau or higher or with equivalent professional title
- ✧ Familiar with the situations and policies in Asian-Pacific countries; having experience for international space program cooperation; excelling in dealing with investigation and analysis of legal affairs and international agreement negotiation; good at settling various disputes; understanding law and regulations related to intellectual property right protection and export control; proficient in examining and drafting related legal documents
- ✧ Skilled in computer operation
- ✧ Proficient in English

Responsibilities of the Director General of Department of External Relations and Legal Affairs

- ✧ Responsible for the management of the Department of External Relations and Legal Affairs, including communications with the APSCO Council and the APSCO Member States as well as cooperation with other countries and international organizations and

Embassies in China; organizing to draft legal documents; and interpreting the legal issues related to APSCO;

- ✧ Maintaining the Expansion Plan of APSCO and implementation;
- ✧ Updating the contents of APSCO Webpage;
- ✧ Managing and guiding the staff of the department;
- ✧ Responsible for providing legal support for all the departments;
- ✧ Responsible for external publicity and activities;
- ✧ Other matters assigned by the Secretary-General or Deputy Secretary-General.

IV. Recruitment Procedures

1. The Secretary-General of the APSCO Secretariat is announcing the vacant posts setting and requirements, and sending recruitment invitations to the Member States.
2. Each Member State is requested to recommend or nominate 1-2 candidates for any post announced below from its own space agency or space-related agencies (hereafter referred as “related agencies”), and offer all necessary documents to the Secretariat by the deadline. The nominees are required to fill in the application forms, including name, address, contact information, *curriculum vitae*, technical ability and achievements with recommendation letter (offered by their competent agencies) attached.
3. To ensure the most suitable candidates for filling the vacancies upon expiry of the deadline of the vacancy, all nominations received will be screened by the Secretary-General and a shortlist of candidates for interviews will be established. The interviews will be conducted by face-to-face interview or by telephone.
4. The Secretary-General will make an assessment based on the results of interviews and consult with all concerned, and then make the final decisions for each post.
5. The selected candidates will receive a contract issued by the Secretary-General.
6. The selected candidates should submit their health certificates and signed contracts to the Secretary-General, and then take up their posts.

V. Expiry Date for Nomination / Recommendation

The expiry date for nomination / recommendation will be on **31 July 2015**.