



**Indicative Timeline
for Recruitment of the Executive Director**

No	Description / Action	Timeline	PIC
1	Place job vacancy advertisement on newspapers and websites	1 June 2020	PS/ASEC/AMS
2	Submit application documents	1 July 2020	Candidates
3	Circulate application documents to the SC	2 July 2020	PS
4	Submit top 3 candidates to the SC Chair	3 August 2020	SC Members
5	Consolidate all submissions and come up with top 3 shortlisted candidates	10 August 2020	SC Chair
6	Notify shortlisted candidates (3) for the written statements and interview dates	11 August 2020	PS
7	Submit written statements	18 August 2020	Candidates
8	Interview the candidates	4 th Week, August 2020 (TBC)	SC
9	Select one candidate as the new ED	10 September 2020	SC
10	Notify the successful candidate and Host Country	11 September 2020	SC Chair
11	Handover from outgoing to incoming ED	19-20 October 2020	PS