



**SECRETARIAT OF THE CONFERENCE ON INTERACTION
AND CONFIDENCE BUILDING MEASURES IN ASIA**

**СЕКРЕТАРИАТ СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ
И МЕРАМ ДОВЕРИЯ В АЗИИ**

№17-1/764

*Enclosure:
as stated, on
9 p.*

The Secretariat of the Conference on Interaction and Confidence Building Measures in Asia (CICA) presents its compliments to the CICA Member States and has the honour to forward herewith the Note by the CICA Executive Director and the draft decision of the Senior Officials Committee on approval of the Staff Matrix of the CICA Secretariat for consideration at the upcoming meetings of Special Working Group and Senior Officials Committee to be held respectively on 6 and 8 December 2021.

The Secretariat avails itself of this opportunity to renew to the CICA Member States the assurances of its highest consideration.

Nur-Sultan, 16 November 2021



**MEMBER STATES
OF THE CONFERENCE ON INTERACTION AND
CONFIDENCE BUILDING MEASURES IN ASIA**



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*Приложение:
упомянутое,
на 9 л.*

Секретариат Совещания по взаимодействию и мерам доверия в Азии (СВМДА) свидетельствует свое уважение государствам-членам СВМДА и имеет честь направить записку Исполнительного Директора СВМДА и проект решения Комитета старших должностных лиц об утверждении Штатного расписания Секретариата СВМДА для рассмотрения на ближайших заседаниях Специальной рабочей группы и Комитета старших должностных лиц, которые состоятся соответственно 6 и 8 декабря 2021 года.

Секретариат пользуется случаем, чтобы возобновить государствам-членам СВМДА уверения в своем весьма высоком уважении.

город Нур-Султан, 16 ноября 2021 г.

**ГОСУДАРСТВА-ЧЛЕНЫ
СОВЕЩАНИЯ ПО ВЗАИМОДЕЙСТВИЮ И
МЕРАМ ДОВЕРИЯ В АЗИИ**



Қосымша:
Аталған 9 п.

Азиядағы өзара іс-қимыл және сенім шаралары кеңесінің (АӨСШК) Хатшылығы АӨСШК мүше мемлекеттеріне өзінің зор ілтипатын білдіреді және АӨСШК Атқарушы Директордың хаты мен 2021 жылғы 6 және 8 желтоқсанда өтетін Арнаулы жұмыс тобы мен Аға лауазымды тұлғалар комитетінің кезекті отырыстары барысында қарастыруға ұсынылатын АӨСШК Хатшылығының штаттық кестесін бекіту туралы Аға лауазымды тұлғалар комитеті шешімінің жобасын жолдауды өзіне мәртебе санайды.

Хатшылық осы мүмкіндікті пайдалана отырып, АӨСШК мүше мемлекеттеріне өзінің зор ілтипатын тағы да растайды.

Нұр-Сұлтан қаласы, 2021 жылғы 16 қараша

**АЗИЯДАҒЫ ӨЗАРА ІС-ҚИМЫЛ ЖӘНЕ
СЕНІМ ШАРАЛАРЫ КЕҢЕСІНІҢ
МҮШЕ МЕМЛЕКЕТТЕРІ**

**Note by the Executive Director
on the draft Staff Matrix of the CICA Secretariat**

It is one of functions of the Executive Director to propose to the Senior Officials Committee (SOC) a Staffing Matrix of the Secretariat, including title, job description, terms of office and duties allocation scheme (Statute of the CICA Secretariat, paragraph 10(c)). The current Staffing Matrix was approved by the SOC on 31 October 2014.

According to the Staff Regulations of the CICA Secretariat, Article 6 “General/Support Personnel”, paragraph 1, the Executive Director shall seek approval of the SOC for changes in the current Staff Matrix whenever there is need for additional general/support staff. Currently, there is no need for additional general/support staff positions.

The Executive Director hereby proposes that the SOC approve an updated Staff Matrix of the CICA Secretariat in order to bring the titles and job descriptions of General/Support Personnel positions in consistency with current realities, the nature and functions of jobs, and actual needs of the Secretariat for ensuring effective and efficient implementation of its mandate and tasks set by the Member States.

This proposal by the Executive Director is aimed at making another modest step towards improving consistency of CICA human resources management policies with international practices, building on the SOC decision of 30 January 2021 on introducing three categories and respective titles for Professional Personnel positions.

The proposed draft of the updated Staff Matrix does not contain any changes to the number, level and salary rates of existing positions and, hence, to the total budget for salaries of the General/Support Personnel. These parameters and the structure of the post table remain the same as in the current Staff Matrix approved in 2014. Therefore, the proposed amendments to the Staff Matrix do not have any financial implications for the budget of the Secretariat.

The format of the Staff Matrix has been streamlined and brought in consistency with the Staff Regulations - the column "Qualifications/Experience" contained in the old format of 2014 has been removed, as it does not require SOC approval. According to p.5 of Article 6 of the Staff Regulations, it is the responsibility of the Executive Director to lay down the criteria for appointment to different posts. The salary rates are reflected in the Staff Matrix as this is required by paragraph 2 of Article 8 of the Staff Regulations.

Following are clarifications on adjustments to titles and functions of some positions. Renaming the "Consultant" position "Adviser to the Executive Director" is aimed at bringing the title of the post in consistency with the increased level of responsibilities and broadened scope of functions of the job.

Adjustments to the job description of five positions of Experts are primarily aimed at increasing the added value of these positions for implementation of CICA confidence building measures, in particular CICA events in respective dimensions.

Renaming two positions "Secretary to Executive Director/Deputy Executive Director" "Personal Assistant to Executive Director/Deputy Executive Director" is aimed at better reflecting the actual functions, which are slightly streamlined with no major changes.

Amendments to the functions of former "Chancery Officer" and renaming it "Documents Management Officer", as well as conversion of one of two "Superintendent" positions to "Documents Assistant" post are aimed at (i) reflecting the broadened range of responsibilities and the evolved nature of the job of Chancery Officer, and (ii) strengthening capacity of the Secretariat to effectively and efficiently implement its key role of acting as a clearing house for CICA documents and establishing and maintaining an archive of CICA documents.

Renaming one position of "Superintendent" "Senior Team Assistant" and four positions of "General Worker" "Team Assistant" and minor adjustment of respective job descriptions are aimed at better reflecting the actual nature of these jobs, which are mainly for carrying out specific assignments and providing various types of support to the Secretariat team.



Senior Officials Committee

DRAFT DECISION OF THE SENIOR OFFICIALS COMMITTEE

on the Staff Matrix of the CICA Secretariat

The Senior Officials Committee,

Approves the attached Staff Matrix of the CICA Secretariat for General/Support Personnel.

**STAFF MATRIX OF THE CICA SECRETARIAT
(GENERAL/SUPPORT STAFF POSITIONS)**

No.	Title	Job Description	No. of posts	Maximum salary rates per post (per month)	Maximum salary rates (total per month)
1.	Adviser to the Executive Director <i>(previously Consultant)</i>	Providing advice to the Executive Director and support to coordination between the Chairmanship and Secretariat. Drafting and analyzing legal, political and administrative documents. Preparing documentation for and providing substantive and organizational support to planning, conduct and follow-up of meetings of CICA governing bodies. Any other work assigned by the Executive Director.	1	7000,00	7000,00
2.	Expert (Military-Political Dimension)	Monitoring and analysis of security issues within and beyond the CICA region having implications for the region, with particular reference to military and political situations. Contribution to the work of appropriate CICA bodies and activities within the military-political dimension. Providing expert analysis of and recommendations on CICA events on implementation of confidence building measures (CBMs) and cooperation in the military-political dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00

3.	Expert (New Challenges and Threats Dimension)	Monitoring and analysis of issues related to the new challenges and threats within and beyond the CICA region, specifically in all priority areas of the new challenges and threats dimension, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the new challenges and threats dimension. Providing expert analysis of and recommendations on CICA events on implementation of CBMs and cooperation in the new challenges and threats dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00
4.	Expert (Economic Dimension)	Monitoring and analysis of economic issues within the and beyond the CICA region, specifically in all priority areas of the economic dimension, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the economic dimension. Providing expert analysis of and recommendations on CICA events on implementation of CBMs and cooperation in the economic dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00
5.	Expert (Environmental Dimension)	Monitoring and analysis of environmental issues within the and beyond the CICA region, specifically in all priority areas of the environmental dimension, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the environmental dimension. Providing expert analysis of and recommendations on CICA events on	1	3500,00	3500,00

		implementation of CBMs and cooperation in the environmental dimension. Preparing relevant materials and participation in various events.			
6.	Expert (Human Dimension)	Monitoring and analysis of human dimension issues within and beyond the CICA region, having implications for the region. Contribution to the work of appropriate CICA bodies and activities within the human dimension. Providing expert analysis of and recommendations on CICA events on implementation of CBMs and cooperation in the human dimension. Preparing relevant materials and participation in various events.	1	3500,00	3500,00
7.	Accountant	Handling accounts of the Secretariat in accordance with financial rules and regulations of CICA and other regulatory documents. Handling bank accounts of the Secretariat. Receiving and disbursing payments. Preparing budget and financial statements.	1	3500,00	3500,00
8.	Legal Adviser	Providing legal advice and analysis regarding CICA documents, regulatory framework of the Secretariat and the Rules of Procedure. Providing advisory and drafting service on all legal matters of the Secretariat activities, including human resources, administrative and financial issues, drafting and reviewing contracts and agreements.	1	3325,00	3325,00
9.	Personal Assistant to the Executive Director/Deputy Executive Director	Rendering secretarial and administrative assistance to the Executive Director/Deputy Executive Director. Keeping the schedule and record of his/her engagements. Making travel arrangements for duty travel. As required, preparation of files, handling	2	3150,00	6300,00

	<i>(previously Secretary to Executive Director/Deputy Executive Director)</i>	correspondence and following up on tasks. Handling any other work assigned by the Executive Director/Deputy Executive Director.			
10.	Documents Management Officer <i>(previously Chancery Officer)</i>	Managing, maintaining and controlling all incoming and outgoing correspondence of the Secretariat. Processing, registration, filing, dispatch and circulation of Secretariat documents. Designing, maintaining and further improvement of Secretariat filing and archiving systems. Handling any other work assigned by Executive Director/Deputy Executive Director.	1	3150,00	3150,00
11.	Human Resources Officer	Designing and implementing human resources management policies by establishing standards and procedures in accordance with the CICA Staff Regulations and other regulatory documents. Keeping personnel records and handling recruitment and staff appraisals. Ensuring that health and safety policies are up to date.	1	3150,00	3150,00
12.	Office Management Officer	Maintaining office services and efficiency by organizing office operations, planning and implementing office systems, layouts and supplies, and administering related procurement.	1	2975,00	2975,00
13.	Translator - Interpreter <i>(previously Translator)</i>	Translation of documents from English into Russian and vice versa. Interpretation at meetings within the framework of CICA. Fluency in Kazakh is essential for correspondence with the host country.	3	2975,00	8925,00
14.	Public Relations Officer	Disseminating information about CICA and its activities to the press, social media and general public. Drafting	1	2800,00	2800,00

		press-releases and other types of public information. Managing content of the Secretariat website and keeping it up to date. Monitoring CICA related publications in the media. Handling press interviews – both print and visual.			
15.	Information Technologies Officer	Providing IT support within the Secretariat and technical assistance in resolving IT related issues. Maintaining IT systems, equipment, hardware and software of the Secretariat, keeping them up to date. Administering the website of the Secretariat. Providing technical support to CICA meetings.	1	2800,00	2800,00
16.	Administrative Assistant	Handling routine administrative tasks within the Secretariat, such as travel arrangement and hotel booking, procurement, assistance to Secretariat staff members in onboarding, accreditation and addressing host country related issues. Handling any other work assigned by the Executive Director/Deputy Executive Director.	1	2450,00	2450,00
17.	Driver - Technical Assistant <i>(previously Driver-Technician)</i>	Providing services of a driver. Ensuring maintenance of all Secretariat vehicles in good condition. Checking and gathering supplies. Observing and reporting incidents. Carrying out necessary paper work related to registration of vehicles. Handling any other work assigned by the Executive Director/Deputy Executive Director.	1	1775,00	1775,00
18.	Driver	Providing services of a driver. Maintaining assigned vehicles in good condition and completing vehicle service requirements. Handling any other work	2	1775,00	3550,00

		assigned by the Executive Director/Deputy Executive Director.			
19.	Documents Assistant <i>(previously Superintendent)</i>	Maintaining both physical and digital archive of documents of the Secretariat. Providing assistance to Documents Management Officer with managing correspondence and designing and maintaining filing and archiving systems.	1	1425,00	1425,00
20.	Senior Team Assistant <i>(previously Superintendent)</i>	Handling any assignments by the Executive Director/Deputy Executive Director, including substantive and administrative assistance to other team members.	1	1425,00	1425,00
21.	Team Assistant <i>(previously General worker)</i>	Handling any work assigned by the Executive Director/Deputy Executive Director, including administrative and technical assistance to other team members.	4	1075,00	4300,00
Total number of posts			28		
Total maximum amount of salary rates per month					76350,00
Total maximum amount salary rates per year					916200,00