

Twenty-eighth meeting of the Council
Abu Dhabi, 24-25 October 2024

Information Note

Process and Timelines for the Selection and Appointment of the next Director-General of IRENA

At its 27th meeting, the Council requested the Secretariat to prepare a comprehensive information note to guide the Membership on the selection and appointment process of the next Director-General of IRENA, including relevant timelines and procedures. The Council further requested information regarding the arrangements for and appointment of the Director-General Selection Committee (DGSC), to ensure that all Members are apprised of their roles and responsibilities in facilitating a smooth process for the selection and appointment of the next Director-General of IRENA. The Council agreed that this matter would be added to the agenda of the 28th Council meeting, for its consideration.

In line with the Council's mandate, this document presents information regarding procedures and processes relating to the selection and appointment of the next Director-General of IRENA. It also includes information on the role of the Council as well as of the Assembly in guiding this process and moving it forward, in terms of statutory requirements, general principles, roles and responsibilities, appointment procedures and guiding principles regarding the requirements for the position. In addition, information is also provided on the lessons learned from previous processes since the inception of the Agency, based on information contained in C/19/7 'Review of the Procedure on the Selection and Appointment of the Director-General' ([link](#)).

The Council, at its 28th meeting in October 2024, will be invited to take note of the process, procedures and timelines for the abovementioned process and provide guidance and feedback, as appropriate. Based on the feedback received from members during the Council's consideration of the present note, the Secretariat is expected to further revise the process for the selection and appointment of the next Director-General. The updated note will be presented for consideration at the 29th Council meeting in May 2025.

I. Introduction

Since its inception, the Agency's mission has been to play a leading role in the ongoing transformation of global energy systems as a centre of excellence for knowledge and innovation, a global voice for renewable energy, a network hub for all stakeholders and a source of advice and support for countries. In 2024, IRENA celebrated its fifteenth anniversary since its foundation, and in this time, it has contributed to moving renewables from niche to mainstream and significantly expanded the Agency's role and responsibilities, not only at the national level, but regional, and global levels through regular contribution and active participation in Member-led initiatives and other processes such as UN-Energy, COP, the Clean Energy Ministerial as well as the G7 and the G20, among many others. To date, IRENA has 170 Members (169 States and the European Union) that have ratified or acceded to the Statute, and 14 additional States in the process of accession, all of whom are actively engaged with the Agency and in Member-to-Member cooperation.

Within this context, the Council may wish to take note of and provide feedback on the information presented on the arrangements that will be put in place for the selection and appointment process of the next Director-General.

II. Process and Timelines for the Selection and Appointment of the next Director-General of IRENA

The selection and appointment of the Director-General of IRENA is governed by the provisions of the Statute, Article IX.I., Article XI.B. and the Addendum to the Rules of Procedure of the Assembly and of the Council of IRENA - Selection and Appointment of the Director-General of IRENA (document A/5/5).

The Statutory requirements and general principles for the selection and appointment of the Director-General of IRENA is outlined in the Addendum to document A/5/5, as follows:

1. The Director-General of IRENA shall be appointed by the Assembly upon the recommendation of the Council for a term of four years, renewable for one further term, but not thereafter¹.
2. The Assembly shall designate [...] the Director-General [...] by consensus of the Members present, or, if no consensus can be reached, by a majority vote of two thirds of the Members present and voting².
3. The procedure outlined in the addendum to document A/5/5 in its entirety will be guided by the best interest of the Agency, respect for the dignity of all candidates, and by full transparency, fairness and inclusiveness at all stages of the process.³

¹ Article XI.B. of the IRENA Statute stipulates that the Director-General of IRENA "shall be appointed by the Assembly upon the recommendation of the Council for a term of four years, renewable for one further term, but not thereafter".

² Article IX.I specifies that "the Assembly shall designate [...] the Director-General [...] by consensus of the Members present, or, if no consensus can be reached, by a majority vote of two thirds of the Members present and voting".

³ Addendum to document A/5/5 I.3.

III. Roles and Responsibilities of the Governing Bodies and Associated Timelines

The Statutory requirements and general principles for the selection and appointment of the next Director-General of IRENA stress the important role of the three bodies in this process, namely, the Council, the Director-General Selection Committee (DGSC) and the Assembly. It is therefore important to outline specifically the role of both Governing bodies and timelines in the process of selecting and appointing a Director-General of IRENA.

➤ The Role of the 29th Council of IRENA (May 2025)

At the 29th Council meeting, in May 2025, Members will be invited to confirm the process, procedures and timelines regarding the selection and appointment of the next Director-General of IRENA. This will be based on the initial examination of the overall timelines and procedures included in this document during the 28th Council meeting. Based on the feedback received from members during this meeting, the Secretariat will revise the document on Process and Timelines for the selection and appointment of the next Director-General of IRENA, to reflect the comments and proposals received and provide any additional information requested by the Council.

Members will have an opportunity to further refine the process for consideration at the 29th Council meeting in May 2025, prior to the launch of the process at the 30th meeting of the Council in October 2025⁴.

At the 29th Council meeting the Membership may also wish to elaborate on arrangements that may be required for the:

- Determination of a selection process for the appointment of the Director-General Selection Committee (DGSC), as well as the modalities for the selection of a Chair and a Vice-Chair of that Committee, at the earliest possible date, in order to make a recommendation on the proposed members and alternates of the DGSC, from among the Council's 2026 membership⁵.
- Determination of the composition of the DGSC and the appointment of its Chair and Vice-Chair as per the provisions of the Addendum to document A/5/5, which mentions that “the Committee is composed of eight members and four alternates, two and one, respectively, from each regional grouping (Africa, Asia and the Pacific, Europe and Others, Latin America and the Caribbean).
- Provision of elements for consideration by the DGSC in preparing for the Vacancy Announcement for the position of the Director-General of IRENA.
- Providing any feedback and suggestions on working modalities of the DGSC.
- Identifying other issues that may guide the work of the DGSC, including the presentation of lessons learned from the Committee’s activities and working modalities that would inform future processes on the selection and appointment of the Director-General of IRENA

⁴ The council at its 28th meeting will consider proposed dates for both its meetings in 2025.

⁵ At its 15th session in January 2025, the Assembly will decide on the composition of the Council for 2025 and 2026.

➤ **The Role of the 30th Council of IRENA (October 2025)**

Taking into account the feedback of Members at the 29th meeting of the Council in May 2025 and in preparation for the arrangements for the 16th session of the Assembly, the Council will be invited to consider and agree on the arrangements for the launch of the selection and appointment process of the next Director-General, including its recommendation on the members and alternates of the Director-General Selection Committee (DGSC), from among its 2026 membership.

The Council may agree on elements to be referenced by the DGSC in preparing for the Vacancy Announcement for the position of the Director-General of IRENA. The Council may also provide additional guidance for the work of the DGSC including setting timelines for the launch of its work in 2026 and establishing the modalities for its meetings, whether in-person or virtual, following the closing of the 16th session of the Assembly in January 2026.

The 30th meeting of the Council in October 2025, will also consider a list of issues for the provisional agenda of the 16th session of the Assembly, including the item in the provisional agenda of the 16th session of the Assembly during which the President will notify the Assembly of the completion of three years since the renewal of the incumbent Director-General.

➤ **The Role of the 16th Assembly of IRENA (January 2026)**

At the 16th session in January 2026, the Assembly will consider an agenda item entitled ‘Notification of the forthcoming end of the four-year term of the Director-General’ during which the President shall notify the Membership of the forthcoming end of the four-year term of the IRENA Director-General. This will mark the official launch of the process by the governing bodies for the selection and appointment of the next Director-General of IRENA.

The Assembly shall also confirm the recommendation by the thirtieth Council (October 2025) for the composition of the Director-General Selection Committee to assist the Council in its task of making a recommendation for the appointment of a new Director-General to the 17th Assembly in January 2027, in line with the provisions of the document on the ‘selection and appointment of the Director-General of IRENA’, which governs the related process, set out in the addendum to document A/5/5.

➤ **The Role of the Director-General Selection Committee (January-October 2026)**

Following its appointment in January 2026, the DGSC shall immediately begin its work⁶. In line with the Addendum to document A/5/5, the Committee shall convene and work “electronically to the extent possible in order to minimize expenses. Costs incurred through participation in the Committee will be borne by the members concerned, except for members from Least Developed Countries and Small Island Developing States (as per United Nations definition) whose participation will be financed from the Fund for Developing Country Representatives (FDCR).”

⁶The Addendum to document A/5/5, the Committee “establishes appropriate timelines and deadlines, prepares a vacancy announcement, announces the position, reviews the applications, interviews selected candidates and presents a shortlist to the Council for its consideration. The Committee may take additional steps as needed in the process. The Committee acts by consensus, or, if no consensus can be reached, by a two-third majority.”

The DGSC shall prepare a vacancy announcement for the position of Director-General, considering any guidance received from the Council as well as the criteria set out in section IV of the Addendum to document A/5/5 on ‘Guiding principles – qualification of candidate’. The DGSC shall ensure wide distribution of the vacancy announcement, through circulation to the IRENA Membership.

All applications shall be made available to the DGSC on a rolling basis for review. The DGSC may wish to meet at the margins of the 31st meeting of the Council in May 2026, during which the Committee shall provide an update on the activities of the Committee and on the progress made regarding the selection process of the next Director-General of IRENA.

Following the deadline indicated in the vacancy announcement, the DGSC shall finalise its review of the applications received and decide on the number of candidates to be called for an initial interview.

The DGSC shall meet in-person to conduct the initial interviews and establish a shortlist of up to five candidates. The shortlisted candidates shall be invited for a presentation to the Council, at its 32nd meeting in October 2026.

All meetings of the DGSC will be conducted in closed sessions. The DGSC at its first meeting will establish guidelines and working arrangements to ensure confidentiality of the proceedings, including the support required from the Secretariat.

➤ **The Role of the 31st Council of IRENA (May 2026)**

Taking into account the update from the DGSC at its 31st meeting, the Council may wish to consider the arrangements for its 32nd meeting, particularly regarding the presentations of shortlisted candidates for the post of Director-General and the circulation of a shortlist of five candidates selected by the Director-General Selection Committee (DGSC), as well as on the proposed decision-making process.

➤ **The Role of the 32nd Council of IRENA (October 2026)**

Pursuant to the provisions of the Statute and the Rules of Procedure governing the selection and appointment of the Director-General, the 32nd Council meeting is expected to put forward a recommendation⁷ regarding the appointment of a next Director-General to the Assembly, at its seventeenth session (January 2027).

A list of candidates selected for the presentation shall be circulated to Council members thirty days prior to the Council meeting. Following the Council Chair’s consultations with Council members and other interested IRENA Members, the Council shall consider and adopt the procedure to determine the candidates it wishes to recommend to the Assembly, for consideration and appointment of the next Director-General of IRENA.

At the 32nd meeting of the Council, the DGSC Chair shall present the shortlist of candidates and report to the Council on the activities of the DGSC in a closed session, in line with Rule 30 of the Rules of Procedure of the Council. The shortlisted candidates shall deliver a presentation to the Council for its consideration and recommendation to the Assembly. Following the presentation of the

⁷ Addendum to document A/5/5 “The Council of IRENA, comprising 21 Members of the Agency which are elected by the Assembly on a rotating basis, puts forward a recommendation regarding the appointment of a new Director-General or the renewal of the incumbent Director-General to the Assembly. The Council takes decisions on matters of substance by a majority of two thirds of its members.”

shortlisted candidates, the Council shall put forward a recommendation to the Assembly regarding the appointment of the next Director-General.

In preparation for the deliberations at the 17th session of the Assembly, the Council may also wish to consider the arrangements for the conduct of business in the Assembly, under the agenda item ‘Appointment of the next Director-General of IRENA’, including the need for agreement on voting procedures with respect to Article XVII.A of the IRENA Statute⁸, and submission of Credentials in proper form and review by the Credentials Committee. The Council may also wish to provide guidance to the Membership on the conduct of Members during the proceedings of this matter.

➤ **The role of the 17th Assembly of IRENA (January 2027)**

The Assembly holds a crucial role in this process, as it “appoints the Director-General of the Agency by consensus of the Members present, or, if no consensus can be reached, by a majority vote of two thirds of the Members present and voting” (Article IX.I of the Statute).

At its seventeenth session, the Assembly shall agree on the proposed decision-making process and arrangements for the conduct of business under the agenda item on ‘Appointment of the next Director-General of IRENA’ based on a recommendation by the 32nd Council. This may include voting procedures and modalities, review of Credentials as well as other requirements for decision-making.

IV. Lessons learned

At its ninth session, in January 2019, the Assembly requested the Council to undertake a review of the procedure on the selection and appointment of the Director-General of the International Renewable Energy Agency (IRENA) contained in the Addendum to the Rules of Procedure of the Assembly and of the Council (A/5/5), on the basis of lessons learned during the process, including input from the Director-General Selection Committee (the “DGSC”), in relation to its involvement therein, and to make recommendations to the Assembly.

The following recommendations were considered by the Assembly and shall be taken into account for the selection and appointment of the next Director-General of IRENA⁹:

- “Assess, informed by the last process and the best practices of other international organisations, whether additional measures may be envisaged to enhance efficiency, including in relation to the communication aspects, the timelines for the selection and appointment process as well as the corresponding administrative details.
- Consider any information technology enhancements that may be introduced in the selection and appointment process, including to enhance the voting process by leveraging/setting up of electronic systems, through the use of mechanical and technical devices and the latest IT solutions in this field.

⁸ Article XVII.A of the Statute “Any Member of the Agency which is in arrears with its financial contributions to the Agency shall have no right to vote if its arrears reach or exceed the amount of its contributions for the two preceding years. However, the Assembly may permit this Member to vote if it is convinced that the non-payment is due to circumstances beyond the Member's control.”

⁹ The recommendations are contained in C/19/7 ‘Review of the Procedure on the Selection and Appointment of the Director-General’ ([link](#))

- Consider any additional measures that may be put in place to facilitate the work of the Governing Bodies and their subsidiary bodies, including working electronically to the extent possible in order to enhance efficiency.
- Prepare a document embodying the outcome of the above-mentioned assessment, among others, in convenient form, for consideration and/or use for informing future processes on the Selection and Appointment of the Director-General of IRENA.”

V. Annexes

- Vacancy Announcement of the previous process dated 2018
- Indicative Timelines and Process regarding the selection and appointment of the next Director-General of IRENA

IRENA SECRETARIAT



Ref: ST/NV/2018/O/14093

The Secretariat of the International Renewable Energy Agency (IRENA) presents its compliments to the IRENA membership, and wishes to refer to the notification made by the President of the eighth session of the Assembly in January 2018 regarding the forthcoming end of the four-year term of the IRENA Director-General. In this context, the Secretariat has the honor to attach the vacancy announcement for the position of IRENA Director-General as prepared by the Director-General Selection Committee (DGSC).

The Secretariat would like to inform the IRENA membership that the selection process has been initiated as per the provisions contained in the addendum to document A/5/5. The DGSC has been formed to assist the Council in its task of making a recommendation to the Assembly at its ninth session in January 2019, and has prepared the attached vacancy announcement describing the main functions, competencies and qualifications of the IRENA Director-General. The vacancy announcement will be distributed widely, including on the Agency's website (dgselection.irena.org).

The Secretariat would like to invite the IRENA membership to circulate the vacancy announcement, and to encourage qualified individuals to apply by the deadline of 6 June 2018.

The Secretariat of IRENA avails itself of this opportunity to renew to the IRENA membership the assurances of its highest consideration.



24 April 2018

Attachment: Vacancy Announcement
Director-General of IRENA.

IRENA Members and States in Accession

VACANCY ANNOUNCEMENT

Director-General of the International Renewable Energy Agency

The International Renewable Energy Agency (IRENA) invites applicants for the position of Director-General of IRENA. The Director-General is the head and chief administrative officer of the International Renewable Energy Agency, and is responsible to the Assembly and the Council for the performance of her/his functions.

BACKGROUND

Established in 2011 and headquartered in Abu Dhabi, United Arab Emirates, the International Renewable Energy Agency is an inter-governmental organisation mandated to promote the widespread and increased adoption and sustainable use of all forms of renewable energy in the pursuit of sustainable development, energy access, energy security and low-carbon economic growth and prosperity. IRENA's mission for the next five-year period is to play a leading role in the ongoing transformation of the global energy system as a centre of excellence for knowledge and innovation, a global voice of renewable energy, a network hub for all stakeholders and a source of advice and support for countries.

This mission is reflected in four strategic objectives that give orientation to successive programmatic cycles. Accordingly, IRENA works to:

- » Empower effective policy and decision-making by providing authoritative knowledge and analysis on renewables-based energy transformation at global, national and sectoral levels;
- » Shape the global discourse on energy transformation by providing relevant timely, high-quality information and access to data on renewable energy;
- » Provide an inclusive platform for all stakeholders to foster action, convergence of efforts and knowledge sharing for impact on the ground;
- » Support country-level decision-making to accelerate the renewables-based transformation of national energy systems, advance strategies to diversify energy sources, reduce global emissions and achieve sustainable development.

At present, IRENA has 156 Members (155 States and the European Union) that acceded to its Statute, and 25 additional States in the process of accession and actively engaged.

FUNCTIONS

The IRENA Director-General provides strategic direction and leadership for the execution of the Agency's mandate and its management against the backdrop of the ongoing global energy transition and an evolving international environment, in a manner that is responsive to the needs and priorities of the Agency's membership.

The main functions and responsibilities of the IRENA Director-General are as follows:

- » Ensure the effective implementation of IRENA's mandate, objectives and activities as defined in its Statute and in the decisions of its Governing Bodies, including with regard to the Agency's biennial work programmes, with the IRENA Medium-term Strategy as guiding framework;
- » Continue increasing IRENA's visibility, standing and impact by advancing a clear vision for the Agency, with the overall guidance of its Members and with a firm commitment to multilateral cooperation;

- » Stimulate dialogue, build strategic partnerships and engage a wide range of stakeholders and partners, including international organizations, to strengthen international cooperation and provide thought leadership in the contexts of energy transition, sustainable development and climate change;
- » Deepen IRENA's commitment to implementing renewable energy strategies in Member States, including by facilitating Member-to-Member communication;
- » Further build and strengthen the Agency's institutional and intellectual capacity as a centre of excellence for renewable energy, continue efforts to attract the strongest talents in the field and further develop a high quality, diverse, and dedicated staff body;
- » Provide overall guidance on innovative financing mechanisms, partnerships and resource-mobilization activities to further strengthen the Agency's capacity to attract additional funding, and to broaden its resource base and increase the predictability and sustainability of its funding;
- » Oversee the continuous development and implementation of effective, accountable, and operational administrative structures, ensuring sound management, performance, accounting and reporting of the Agency's financial and human resources;
- » Ensure the respect of the exclusively international character of the Secretariat in the performance of its responsibilities.

COMPETENCIES

- » Solid understanding of the global energy landscape and of the significance, pace, scale and the opportunities and challenges of the ongoing global energy transition;
- » Demonstrated intellectual leadership, strategic vision, transformative capacity, and proven ability to take initiatives, propose new ideas, and to convene stakeholders to converge efforts and foster action for impact at the global and regional level and on the ground;
- » Proven track-record of achieving high-impact results in an international environment and conducting high-level policy engagements requiring sound political judgement and diplomatic skills to handle sensitive and complex issues;
- » Demonstrated leadership in overseeing the delivery of policy advice, advisory services and the development of knowledge products;
- » Demonstrated ability to develop an effective strategy, translate it into action, and effectively plan and manage resources to deliver expected results and achieve outcomes in a dynamic and fast changing environment;
- » Demonstrated ability to guide innovative resource mobilization efforts and to forge related partnerships;
- » Demonstrated leadership experience and proven skills in managing complex teams or large organizations in settings, such as intergovernmental, international non-governmental or multinational private sector entities;
- » Demonstrated ability to inspire and build trust and consensus, to lead and work harmoniously in a multi-cultural environment, and to establish effective working relationships both within and outside the organization;
- » Demonstrated ability to cultivate and maintain a work environment that is supportive of staff professional aspirations and professional advancement;
- » Demonstrated record of setting clear standards for accountability, probity and risk management, for ensuring sound and transparent financial management, and delivering continuous improvement in the organizational impact, efficiency and effectiveness of results.

QUALIFICATIONS

- » At least 15 years of professional experience with 10 or more years of senior management experience in public sector, government, international organization, private sector, corporation, non-governmental organization, or other international setting with particular focus on management in a large multicultural environment;
- » A strong understanding of renewable energy issues in the context of sustainable development, climate change and the global energy transition is desirable;
- » Strong analytical, communication, and negotiating skills, including the ability to engage with and motivate a diverse range of stakeholders;
- » Astute judgement and decision-making, including the ability to address contentious issues effectively;
- » Advanced university degree (Master's degree or equivalent or higher) in a field relevant to the position preferred;
- » Fluency in oral and written English is essential. Knowledge of other languages is desirable.

AVAILABILITY AND LENGTH OF SERVICE

The individual chosen for the post should be available to commence duties starting May 2019.

The Director-General is appointed by the IRENA Assembly for a term of four years, renewable for one further term, but not thereafter.

SUBMISSION OF APPLICATIONS AND TIMELINES OF THE SELECTION PROCESS

Qualified candidates may submit their application by uploading either their CV or personal history profile (PHP), along with a Letter of Intent/Motivation via the online application portal dgselection.irena.org.

The CV/PHP and the Letter of Intent/Motivation should specifically provide details as to the candidate's prior directly relevant experience in performing similar functions and how the competencies described in this Vacancy Announcement have been demonstrated previously. The Letter of Intent/Motivation should outline the candidate's plans to further strengthen the impact of the Agency's work and its position in the international energy landscape, against the backdrop of the Agency's mandate and the ongoing global energy transition. The letter should not exceed the equivalent of three pages (1500 words).

The deadline for submission of applications is 6 June 2018.

Shortlisted candidates will need to make themselves available for interviews in September 2018 and, as applicable, for a presentation to the IRENA Council in November 2018.

CONFLICT OF INTEREST

Short-listed individuals will also be required to complete the pre-appointment declaration of interests to identify possible conflicts of interest that may arise and to proactively prevent and manage, as much as possible and in a timely manner, situations in which personal interests may conflict or appear to conflict with the interests of IRENA, should the individual be appointed to this position.

Annex 2 Indicative Timelines and Process regarding the selection and appointment of the next Director-General of IRENA

