



INTER-AMERICAN INSTITUTE FOR GLOBAL CHANGE RESEARCH

Ref: IAIUYDIR/2022/36

21 September 2022

NOTIFICATION

Subject: Submission of applications to IAI focal points for the Executive Director post

Dear Madam/Sir,

The vacancy announcement for the post of Executive Director of the IAI was published on 13 September 2022 via a notification to Parties. The vacancy announcement and notification are available on the IAI website at: <https://www.iai.int/en/post/detail/ED-vacancy>

Parties are reminded that, pursuant to Article VIII, paragraph 4 of the *Agreement establishing the Inter-American Institute for Global Change Research*, **nominations for the post must be submitted by Parties.**

Given the above, below are the steps required to process applications:

Qualified candidates are invited to apply by:

1. Sending a cover letter with 3 references and a curriculum vitae by email to an IAI Focal Point (with a cc to the IAI Directorate: Ms Valeria Villamil (valeria@dir.iai.int));
2. The letter should **include a request that the IAI Focal Point consider the application, and, if found suitable, forward it to the IAI Directorate (valeria@dir.iai.int);**
3. The IAI Directorate will submit the applications received to the Selection Committee for consideration.
4. The IAI Directorate notes that nationals from IAI Parties may request any IAI Focal Point to consider their application.

Parties are requested to note that they may receive several applications.

Questions regarding the above may be sent to Ms Villamil.

Thank you for your support of the IAI.

Yours sincerely,

Dr. Marcos Regis da Silva
Executive Director