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ADMINISTRATION – THE SECRETARIAT



Photo: ISA



The Secretariat of ISA is located in Kingston, Jamaica. It is headed by the Secretary-General, Michael W. Lodge, who is the chief administrative officer.

As of 30 June 2023, the Secretariat has **52** established posts (30 Professional, 2 National Professional Officers and 20 General Service) consisting of **21** different

nationalities and **58 per cent of women**. During the reporting period, ISA processed eight job openings on the Inspira platform. By the end of May 2023, four of eight vacancies had been filled and new staff members were onboarded. During 2023, four staff members left the organization (three resignations and one retirement) and six consultants were hired.

Executive Office of the Secretary-General



Michael W. Lodge
Secretary-General

Marie Bourrel-McKinnon
Chief of Staff & Head of
Strategic Planning Unit

Stefanie Neno
Communications
Specialist

Chapi Mwangi
Contract Administration
Officer, CARMU

Margaret Koli
Programme Management
Officer
(Capacity Development)

Annekah Mason
Training Coordinator

Besmir Fidahić
Associate Copy Editor

Christine Griffiths
Office Manager

Giovanni Ardito
Associate Policy Officer

Shanique Gregory
Senior Communications
Assistant

Asenaca Navoti
Senior Liaison
Assistant

Nicole Powell
Administrative
Assistant

Nuklan Hugh
Learning & Development
Assistant
(extra-budgetary)

Shanica James-Brown
Administrative
Assistant

Melissa Beckles
Staff Assistant

Office of Legal Affairs



Mariana Durney
Legal Counsel

Gwénaëlle Le Gurun
Legal Officer

Lea Kolmos Weis
Legal Officer (Regulatory
Affairs)

Talatu Akindolire
Legal Officer

Tamara Brathwaite
Knowledge Management
Officer

Tamanna Khan
Associate Legal Officer

Kayon Wray
Documentation and
Conference
Management Officer

Shamene Parker
Administrative Assistant

Patrena Salmon
Administrative / Library
Assistant

The main functions of the Secretariat include providing support to the Secretary-General, producing reports and other documents that facilitate the deliberations and decision-making by the other principal organs, producing publications, information bulletins and analytical studies, and disseminating information on the activities and decisions of ISA, organizing

and servicing expert group meetings, seminars and workshops, implementing the work programmes and policies laid down by the other principal organs, ensuring compliance with plans of work for exploration and exploitation and performing the functions of the Enterprise until it begins to operate independently.

Office of Environmental Management and Mineral Resources



Jose Dallo Moros
Director

Wanfei Qiu
Programme Manager (Marine Environment)

Kioshi Mishiro
GIS Officer

Camelia Campbell
Administrative Assistant

Ulrich Schwarz-Schampera
Programme Management Officer (Mining Geologist)

Luciana de Melo Santos Genio
Environmental Coordinator

Changsung Lim
Associate Programme Management Officer

Noemie Wouters
Programme Coordinator (Marine Scientific Research)

Sheldon Carter
Database Manager

Ansel Cadien
Senior Information Management Assistant

Office of Administrative Services



Yongsheng Cai
Director

Lilian Valles-Carrillo
Associate Procurement Officer

Bobett Russell
Administrative Assistant

Hyacinth Henriques Douglas
Procurement Assistant

Joseph Khoreich
Budget & Oversight Officer

Sonja Phinn
Associate Security and Facilities Officer

Michell McGhie
Budget Assistant

Leroy Smith
Driver/General Services Assistant

Pablo Andres Vidal
Human Resources Officer

Fitzroy Ferguson
Senior Finance Assistant

Richard Tucker
Travel & HR Assistant

Oswald Williams
Driver/Logistics Assistant

Ye Tun
IT Manager

Sheldon Gruber
Senior Budget & Treasury Assistant

Sashi Walters-Brooks
Finance Assistant

Andre Brooks
CITS Assistant

Esam Alnour
Associate CIT Officer