

**Post Title and Level:** Deputy Executive Director, Assistant Secretary-General

**Duty Station:** Nairobi, Kenya

**Organization Unit:** United Nations Environment Programme

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### **Responsibilities**

The Deputy Executive Director, Assistant Secretary-General in the United Nations Environment Programme is the Deputy to the Under-Secretary-General Executive Director of the United Nations Environment Programme.

The United Nations Environment Programme, as the leading global environmental authority within the United Nations system, promotes the environmental dimension of sustainable development and serves as the authoritative advocate for the environment.

The Assistant Secretary-General supports the programme of work entrusted to the Under-Secretary-General, United Nations Environment Programme and, as deputy to the Under-Secretary-General, supports him/her in the full range of his/her complex and extensive system-wide responsibilities. In that capacity, and in close coordination with and under the direction of the Under-Secretary-General, the Assistant Secretary-General assists in the overall management of the United Nations Environment Programme by:

- Supporting the Under-Secretary-General in the full range of his/her responsibilities, including all management and operational activities of the United Nations Environment Programme, coordinating the work of various divisions and offices both at Headquarters and in the field, and overseeing the preparation of reports to intergovernmental bodies;
- Providing advice and assisting the Executive Director on substantive matters related to the environment and integration of the environmental dimension in sustainable development, strategic planning, resource mobilization, management reform, United Nations development system reform and the development of management tools to enhance the performance of the organization;
- Playing an active role in facilitating consultations with Member States, including working closely with them and other partners on preparation of the UN Environment Assemblies
- Carries out special tasks that may be assigned by the Executive Director and assumes overall responsibility for functioning of United Nations Environment Programme when the Executive Director is unavailable.

### **Competencies**

**Professionalism:** demonstrated expertise in the management of a decentralized organization, extensive experience and knowledge of the environmental and sustainable development agenda preferably in an international context. Proven ability to remain calm and composed in stressful situations.

**Leadership:** proven leadership skills and demonstrated ability to manage and coordinate multiple different activities/operations. Demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex environmental and programme issues; empowering others to translate vision into results and create an enabling environment; anticipate and resolves conflicts by pursuing mutually agreeable solutions; continuously drives for change and improvement.

**Vision:** ability to identify key strategic issues, opportunities and risks and to clearly communicate links between the Organization's strategy and the United Nation Environment Programme's goals; ability to support and execute sound vision of internal management and oversight.

**Judgement/Decision-making:** strong, reliable and mature judgement and decision-making skills with the ability to make difficult decisions under pressure; identifies the key issues in a complex situation and comes to the heart of the problem quickly; checks assumptions against facts.

**Managing Performance:** ability to make timely decisions, establish priorities and coach, mentor, motivate and develop staff and encourage good performance; delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility.

**Integrity:** resists undue political pressure in decision-making; does not abuse power or authority; takes prompt action in case of unprofessional or unethical behaviour.

**Accountability:** takes ownership of all responsibilities and honours commitments; delivers outputs for which he/she has responsibility; takes responsibility for his/her own shortcomings and those of the work unit.

**Communication:** excellent communication and negotiation skills required, particularly in emergency/crisis situations. Listens to others and is genuinely interested in having two-way communications; strong reputation of dealing honestly and openly with issues and staff; knowledge of modern management tools and practices and high level of information technology awareness needed to oversee appropriate utilization of information technology platforms and programmes.

**Gender mainstreaming:** provides leadership and takes responsibility for incorporating gender perspectives into substantive work and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of the System-Wide Strategy on Gender Parity and commitment to the goal of gender balance in staffing and creating a gender sensitive working environment that pays attention to work/life issues.

### **Qualifications**

**Education:** advanced university degree (Masters degree or equivalent) in law, international relations, public administration, political or environmental sciences or related area.

### **Experience:**

- Extensive experience at a senior managerial level in the field of international affairs, environment and/ or development with significant international experience environment is required;
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations is required;
- An understanding of the United Nations system, including, of current environmental agenda challenges is desirable;
- Extensive experience in the diplomatic and public policy arena, including experience at the international level is highly desirable;
- Substantial experience working within the UN Common System, both at headquarters and in the field, is desirable;
- Knowledge of United Nations policies, procedures and operations of the United Nations Environment Programme is desirable;
- Demonstrated experience in the implementation of workplace reform and change management is desirable.

### **Languages**

English and French are the official working languages of the United Nations. For this post, fluency in English, with excellent drafting skills is required. Working knowledge of another UN official language is desirable.

**In order to ensure a wide pool of candidates for this position, the Secretariat would welcome any nominations to supplement the Secretary-General's own search and consultations. The nomination of women candidates is strongly encouraged.**

**All nominations should include the candidate's curriculum vitae with contact information (telephone, e-mail) and must be sent to the Secretariat of the United Nations by [31<sup>st</sup> March 2018]. Nominations may also be sent to [unenvironment-executiveappointments@un.org](mailto:unenvironment-executiveappointments@un.org)**