

Reference: UNEP/Executive/2022

The Secretariat of the United Nations presents its compliments to all Permanent Missions to the United Nations Office in New York, Geneva, Nairobi and Vienna, the United Nations departments and bodies, specialised agencies, intergovernmental and other organizations, and has the honour to request the nomination of candidates for the position of Deputy Executive Director at the level of Assistant Secretary-General. This position is based in Nairobi (Kenya).

The Deputy Executive Director is a member of the Secretary-General's [Global Leadership Team](#), and as such, serves as a role model for the United Nations Values (Inclusion, Integrity, Humility and Humanity) and Behaviours Framework (Connect and Collaborate; Analyse and Plan; Deliver Results with Positive Impact; Learn and Develop; and Adapt and Innovate) and the desired behaviours of the [United Nations System Leadership Framework](#).

The Secretariat welcomes nominations to supplement the Secretary-General's search and consultations and would especially welcome the nomination of women candidates.

Background

The United Nations Environment Programme (UNEP), 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 global environment.

Nominations must be submitted through the following website:

<https://www.un.org/sg/en/vacancies/index.shtml> by **23 March 2022**.

The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

All nominations will be treated with the strictest confidence and short-listed candidates will be contacted directly to undergo an assessment process, reference and background checks, including human rights and conflicts of interest screening.

Duties and Responsibilities

The Deputy Executive Director works under the direction of the United Nations Environment Programme's Executive Director and Under-Secretary-General of the United Nations and plays a key policy

leadership and management role in the delivery of UNEP's mandate. The responsibilities and requirements for this position are attached herewith.

Further information on the United Nations Environment Programme is available on the following website: <https://www.unep.org>

Skills and Expertise

The Secretary-General is seeking an individual with:

- Extensive experience at a senior managerial level on sustainable development, including with significant experience at the international level;
- Demonstrated experience in the environment arena;
- Candidate must be a strong leader and manager with highly developed diplomatic and public policy skills, including senior managerial experience at the international level.
- Candidates must demonstrate a strong track record in managing complex organizations and programmes, organizational strategy and development, including results-based management;
- Demonstrated vision and experience in the implementation of workplace reform and change management;
- Experience with Member State and stakeholder engagement as well as coalition building;
- Exceptional public speaking skills;
- Demonstrated skills in respecting diversity, consultation and participation;
- Demonstrated diplomatic, cultural sensitivity and negotiating skills;
- Impeccable personal and professional integrity;
- Experience in handling complex safety and security issues, including disaster/crisis management and in managing a large, complex and geographically dispersed department;
- Knowledge of United Nations policies, procedures and operations of the Secretariat.

Languages

English and French are the official working languages of the United Nations. For this post, fluency in English, with excellent drafting and public speaking skills is required. Knowledge of a second official UN language is an advantage.

Human rights screening

In accordance with the policy for the nomination of candidates, the Secretariat wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

Individuals who are either nominated by Member States or who seek to serve with the United Nations in any individual capacity will be required, if short-listed, to complete a self-attestation stating that they have not committed, been convicted of, nor prosecuted for, any criminal offence and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

Conflicts of interest screening

All United Nations staff members are expected to uphold the highest standards of efficiency, competence and integrity. Senior leaders in particular, have the responsibility to serve as role models in upholding the organization's ethical standards.

A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of his/her official duties and responsibilities, or call into question his/her integrity, independence and impartiality. Risk for conflicts of interest may arise from a staff member's engagement in outside (non-UN) employment or occupation; outside activities, including political activities; receipt of gifts, honours, awards, favours or remuneration from external (non-UN) sources; or personal investment. In particular, no staff member shall accept any honour, decoration, favour, gift or remuneration from any Government (staff regulation 1.2 (j)).

Where a real or perceived conflict of interest does arise, senior leaders are obligated to disclose this to the organization without delay. In order to avoid real or perceived family influence or preferential treatment and conflicts of interest that could stem from such situations, the UN Staff Rules provide that appointments "shall not be granted to anyone who is the father, mother, son, daughter, brother or sister of a staff member" (staff rule 4.7(a)).

Short-listed individuals will also be required to complete the pre-appointment declaration of interests for senior positions 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 interests of the United Nations, should the individual be appointed to this position.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions of Member States and Non-Member States to the United Nations the assurances of its highest consideration.

Nairobi, 9 February 2022

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

Duty Station: Nairobi, Kenya

Organization Unit: United Nations Environment Programme

Preamble:

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

Within delegated authority and under the direct supervision of the Executive Director of the United Nations Environment Programme, the Assistant Secretary-General manages the day-to-day implementation of the programme of work entrusted to the Under-Secretary-General, United Nations Environment Programme. As deputy to the Under-Secretary-General, the Assistant 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 by managing the day-to-day implementation of programme of work 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, 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;
- Carrying 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.

Work implies frequent interaction with the following: The duties of the Assistant Secretary-General, will require frequent interaction with the UNEP Senior Management and heads of the secretariats of Multilateral Environmental Agreements, as well as senior staff within the UN system, representatives of government, non-governmental organizations and the private sector, as well as chairpersons and members of intergovernmental bodies.

Results Expected: Successful implementation of the Programme of Work and the Medium-Term Strategy of UNEP, organization of the UN Environment Assembly, reform processes and managed partnerships in the environmental field with national, UN and non-UN organizations. Effectively managed and supervised UNEP substantive divisions and regional offices, and coherent framework to guide the implementation of programs. Leadership in the development of innovative programs with significant impact on the overall effectiveness of the United Nations. Intellectual and professional leadership for overall strategy, quality, delivery and results.

Competencies:

Professionalism: Expert knowledge on the environmental field; Sound political judgment; Excellent knowledge of the institutional mandate, policies and guidelines, as well as from institutional development and capacity building. Excellent negotiation skills. Knowledge of the substantive field of work in general and of specific areas being supervised. Shows ability to produce reports and papers on technical issues and to review and edit the work of others. Shows ability to apply UN rules, regulations, policies and guidelines in work situations. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

Leadership: Strong intellectual and professional leadership skills. Ability to translate political mandates, requirements and vision into managerial action. Shows conceptual flexibility to adapt to changing environments. Takes risks to advance implementation of environmental enhancements. Mobilizes effective support from within and outside of the United Nations Environment Programme including building strong partnerships. Demonstrated ability to incorporate gender perspectives into substantive work. Commitment to the goal of achieving gender balance in staffing.

Vision: Identifies strategic issues, opportunities and risks. Clearly communicates links between the organization's strategy and the office's goals. Generates and communicates broad and compelling organizational direction, inspiring others to pursue the same direction, conveys enthusiasm about future possibilities.

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.

Client Orientation: Considers all those to whom services are provided to be clients and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect, identifies clients' needs and matches them to appropriate solutions, monitors ongoing development inside and outside the clients' environment to keep informed and anticipate problems, keeps clients informed of progress or setbacks in projects, meets timeline for delivery of products or services to clients.

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 strategies 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 (Master's degree or equivalent) in the field of environmental and social sciences, management, law, international relations, public administration and/ or political sciences.

Experience:

- Extensive experience at a senior managerial level on sustainable development, including with significant experience at the international level;
- Demonstrated experience in the environment arena;
- Candidate must be a strong leader and manager with highly developed diplomatic and public policy skills, including senior managerial experience at the international level.
- Candidates must demonstrate a strong track record in managing complex organizations and programmes, organizational strategy and development, including results-based management;
- Demonstrated vision and experience in the implementation of workplace reform and change management;
- Experience with Member State and stakeholder engagement as well as coalition building;
- Exceptional public speaking skills;
- Demonstrated skills in respecting diversity, consultation and participation;
- Demonstrated diplomatic, cultural sensitivity and negotiating skills;
- Impeccable personal and professional integrity;
- Experience in handling complex safety and security issues, including disaster/crisis management and in managing a large, complex and geographically dispersed department;

- Knowledge of United Nations policies, procedures and operations of the Secretariat.

Languages:

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