

**Post Title and Level:** New York Office, Assistant Secretary-General

**Duty Station:** New York

**Organization Unit:** United Nations Environment Programme

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## **Responsibilities**

The Assistant Secretary-General, New York Office, in the United Nations Environment Programme reports 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.

Within delegated authority and under the direct supervision of the Executive Director of the United Nations Environment Programme, the Assistant Secretary-General, New York Office, serves as the United Nations Environment Programme's principal representative in New York and ensures that the United Nations Environment Programme is able to participate, at the appropriate senior level, in important meetings of decision and policy making bodies and organs of the United Nations in New York, as well as senior consultations within the United Nations Secretariat.

The primary areas of focus include:

- Catalyzing transformative change through the UN system, particularly by enhancing the United Nations Environment Programme's support to partners in the UN system and Member States to integrate the environmental dimension of peace, security and sustainable development in their considerations;
- Supporting the UN system in the development, coordination and implementation of system-wide strategies on environment;
- Promoting environment at UN headquarters in New York, including strategic contributions and decisions on behalf of the Executive Director;
- Overseeing the United Nations Environment Programme's involvement in the formulation, monitoring and communication of peace, security and sustainable development strategies across the UN system, representing the United Nations Environment Programme at all appropriate senior level internal and Member States and intergovernmental meetings;
- Liaising with Member States missions in New York to advocate for the environment and keep them informed of the work and decisions of the United Nations Environment Programme's Governing Bodies in Nairobi;

- Coordinating and overseeing the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, Committee for Program Coordination, Economic and Social Council, the General Assembly and other policy making organs, as appropriate;
- Reporting to intergovernmental bodies on budget/program performance or on programmatic and substantive issues, as appropriate, particularly those presented in biannual and or annual reports;
- Liaising with key partners including the academia, civil society and the private sector to foster strategic partnerships and mobilize resources.
- Overseeing the management of activities undertaken by the New York office in a timely fashion, and coordinating work within the office, with other UN entities, Member States and other key partners;
- Performing other related duties as requested by the Executive Director.

**Work implies frequent interaction with the following:**

The duties of the Assistant Secretary-General, New York Office, will require frequent interaction with senior staff within the UN Secretariat, including the Executive Office of the Secretary General, Heads of UN Departments, Funds and Programs, representatives to the UN offices and Heads of UN specialized agencies, representatives of government, non-governmental organizations and the private sector, managers and staff within the United Nations Environment Programme , as well as chairpersons and members of intergovernmental bodies, particularly those focusing on coordination within the UN system.

**Results Expected:** Successfully finalized reform processes and managed partnerships in the environmental field with national, UN and non UN organizations. Effectively managed and supervised office programs, coherent framework to guide programs, final services and products are integrated in the programs of the office. 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.

**Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interpret this message is from others and respond appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning and Organising:** Develops clear goals that are consistent with agreed strategies, identifies priority activities and assignments, adjusts priorities as required, allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning, monitors and adjust plans and actions as necessary, uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honours commitments, delivers outputs for which one has responsibility within the prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules, supports subordinates, provide oversight and takes responsibility for delegated assignments; Takes personal responsibility for his / her own shortcomings and those of the work unit, where applicable.

**Creativity:** Actively seeks to improve programs or services, offers new and different options to solve problems or meet client needs, promotes and persuades others to consider new ideas, takes calculated risks on new and unusual ideas; Thinks outside the box; Takes an interest in new ideas and new ways of doing things, is not bound by current thinking or traditional approaches.

**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.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation and profession, actively seeks to develop oneself professionally and personally, contributes to the learning of colleagues and subordinates, shows willingness to learn from others, seeks feedback to learn and improve.

**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 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 organisations 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:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gather relevant information before making a decision, considers positive and negative impacts of decisions prior to making them, takes decisions with an eye to the impact on others, and on the Organization. Proposes a course of action or makes a recommendation based on all available information, checks assumptions against facts, determines the actions proposed will satisfy the expressed to underlying needs for the decision, makes tough decisions when necessary.

## **Qualifications**

**Education:** advanced university degree (Masters degree or equivalent) in international relations, economics, management, or related area. I first level University degree in combination with qualifying experience may be accepted in lieu of the Advanced University degree.

## **Experience:**

- Over 15 years of progressively responsible experience in international affairs, international development, environment or related field.
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations is required;
- An understanding of the United Nations system, including, of key current peace, security, development and environmental priorities, policies and procedures, and work experience at the UN Secretariat is highly desirable;
- Extensive experience in the diplomatic and public policy arena, including experience at the international level is highly 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.