

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:

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.