

REFERENCE: DESA-24/00885

The Secretariat of the United Nations welcomes applications for the position of Assistant Secretary-General for Policy Coordination in the United Nations Department of Economic and Social Affairs (UN DESA), New York, USA.

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

**All applications should include a cover letter and the curriculum vitae of the candidates and must be sent to the Secretariat by 14 June 2024. Applications may be sent to [undes@un.org](mailto:undes@un.org).**

Further information on UN DESA is available on the following website:  
<https://www.un.org/development/desa/en/>

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The Assistant Secretary-General for Policy Coordination is a member of the Secretary-General's Global Leadership Team, and as such, serves as a role model for the Organization's core values (Integrity, Professionalism and Respect for Diversity) and the desired behaviours of the United Nations System Leadership Framework.

### ***Background***

UN DESA provides guidance and leadership to promote and support international cooperation in the pursuit of sustainable development for all.

### ***Duties and Responsibilities***

The Assistant Secretary-General for Policy Coordination supports the Under-Secretary-General with his responsibilities of providing advice on intergovernmental processes and policy development and cooperation in the economic and social fields to the Secretary-General and the relevant intergovernmental bodies.

Under the leadership of the Under-Secretary-General for Economic and Social Affairs, the Assistant Secretary-General for Policy Coordination supports the delivery of the programme of

work of UN DESA, with specific attention to Subprogramme 2 on Inclusive Social Development, Subprogramme 4 on Statistics, Subprogramme 5 on Population, and Subprogramme 8, the UN Forum on Forests Secretariat. The Assistant Secretary-General:

Policy Co-ordination and Inter-Agency Affairs:

- a) Advises on practical approaches to operationalize the strategic vision and priorities of the Department;
- b) Provides policy guidance to DESA Divisions and Offices on substantive and thematic issues to ensure the effective formulation and delivery of the Department's mandated programme of work in the respective areas;
- c) Identifies and advises on strategic opportunities that leverage DESA's comparative advantage into deliverable programmes and projects linked to the relevant subprogrammes that are within the competence and mandate of the Department;
- d) Provides substantive support with regard to system-wide issues of coordination, policy development and cooperation.
- e) Provides strategic and policy advice on approaches to address the development priorities and issues of countries in special situations, including least developed countries, landlocked developing countries, small island developing States, and Africa in the context of the internationally agreed development goals and the outcomes of global conferences in the relevant areas;
- f) Facilitates collaboration between DESA Divisions and United Nations Sustainable Development Group (UNSDG) entities to ensure coherent mandate delivery;
- g) Strengthens cooperation with the regional commissions, including through enhanced joint programming and other collaborative initiatives related to the work of the relevant subprogrammes;
- h) Strengthens the Department's capacities for policy analysis and knowledge production in the respective areas;
- i) Supports the Under Secretary-General in his engagement with the UNSDG;
- j) Engages Member States to present the priorities and work programme of the Department and support their collective efforts in the areas within DESA's mandate;
- k) Asserts the Department's position at the forefront of sustainable development policy.

Intergovernmental Support:

- l) Provides guidance to DESA Divisions on the Department's support in relation to the above-specified areas to the intergovernmental process, in particular the General Assembly, its Second and Third Committees, and the Economic and Social Council and its subsidiary bodies, and the High-Level Political Forum, ensuring that this support reflects effective internal coordination;
- m) Provides policy advice and coordination in promoting normative work in the respective intergovernmental processes;

- n) Ensures that the Department's support to the intergovernmental process on areas covered by the above subprogrammes, is delivered in a coordinated, coherent and consensus-driven manner;

### ***Skills and Expertise***

The Secretary-General is seeking an individual with:

- Minimum of twenty years of experience in the field of economic and social affairs, combined with extensive and demonstrated experience in providing direction and leadership in intergovernmental processes, strategic and managerial experience in negotiation, change management, advocacy and stakeholder participation and managerial responsibility for large, multi-disciplinary and multi-cultural teams;
- Demonstrated policy making experience on global economic and social issues;
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations;
- Impeccable personal and professional integrity;
- Broad knowledge of sustainable development issues, and ability to build consensus amongst stakeholders;
- Proven knowledge and expertise in intergovernmental process, in particular the General Assembly, its Second and Third Committees, and the Economic and Social Council and its subsidiary bodies, and the High-Level Political Forum;
- Proven experience in providing policy advice and coordination in promoting normative work; proven experience in providing strategic and policy advice on approaches to address development priorities and issues of countries in special situations;
- Firm commitment to the work and objectives of the United Nations;
- Demonstrated understanding of the United Nations system, including, of current economic and development challenges;
- Advanced university degree (Masters or equivalent) in economics, humanities, public or business administration, or social sciences is required, A PhD is desirable.

### ***Languages***

English and French are the working languages of the United Nations. For this position, fluency in English is required. A working knowledge of another United Nations official language will be an advantage.

### ***Human Rights Screening***

Individuals 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 the interests of the United Nations, should the individual be appointed to this position.

New York, 15 May 2024