



The United Nations Development Programme (UNDP) welcomes applications for the position of Assistant Administrator and Director, Bureau for Management Services (BMS), UNDP at the Assistant Secretary-General (ASG) level.

In order to ensure a wide pool of candidates for this position, UNDP would welcome any nominations to supplement the Secretary-General's own search and consultations. UNDP would especially welcome applications from women candidates.

All applications should include the curriculum vitae of the candidates with full contact information (e-mail and telephone) and must be received by **Friday, 21st June, 2024**.

Interested candidates may submit their applications using the following address: [**exo.cos@undp.org**](mailto:exo.cos@undp.org)

Further information on UNDP is available on the following website: [**http://www.undp.org/**](http://www.undp.org/)

UNDP is the UN's global development programme, advocating for change and connecting countries to knowledge, experience and resources to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. UNDP works in nearly 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

Agenda 2030 remains at the centre of the UN engagement, including in LDCs, crisis and fragile settings. Underpinning the agenda is the commitment to "Leave No One Behind", with many of the most marginalized living in protracted crisis settings. As the lead UN development agency working on the sustainable development agenda, UNDP is central in supporting the UN development system, engaging at the global policy level and through its programmatic interventions.

The Bureau for Management Services (BMS) is a central Bureau that supports the organization with the development and application of corporate strategies, policies, tools and systems in key cross-cutting management service areas. Drawing on sound analytics and a risk-management approach, BMS supports the achievement of development results through management advice, business solutions, and other corporate services in line with international best practices and evolving needs and expectations of development partners. BMS also ensures policy adherence in operations management within UN Rules & Regulations, safeguarding UNDP's accountability vis-à-vis Member States and other stakeholders.

BMS is based in UNDP Headquarters, New York, with out-posted presence in Malaysia, Denmark, and a small number of geographical clusters.



The BMS Director operates under the overall guidance of the Administrator. S/he coordinates with and supports the Associate Administrator in his/her key duties and responsibilities. S/he is a member of UNDP's Executive Group and contributes to the shaping and monitoring of the overall corporate strategic directions. The Bureau Director leads the Bureau to deliver high performance and quality on critical business functions, in coordination with the Executive Office:

- Corporate services, which are customer focused, providing efficient, reliable, responsive and quality services to the various Bureaus and organizational units;
- Strategic corporate advice in key areas such as financial sustainability, people capability and performance management systems; and
- Governance, compliance and risk management.

The principal functions of the position include the following:

- Participates in UNDP's highest level corporate decision - making body, the Executive Group (EG), contributing to strategic directions for the organization as a whole;
- Leads and manages BMS and works collaboratively and collegiately across UNDP to achieve outcomes and results in line with UNDP's Strategic Plan and Annual Business Plan, in coordination with the Executive Office;
- Shapes strategic thinking, including formulation of operations/management strategies, policies, and business processes/solutions in line with best practice;
- Provides strategic direction and support to all aspects of operations/management and business support services of UNDP including human resources, finance and administration, budget, procurement, legal services, information systems and technology (ICT), security, management consulting services, and Multi-Partner Trust Funds;
- Identifies existing and emerging challenges and priorities in UNDP's operations/management system, analyses them, implements measures to improve effectiveness and efficiencies and pursues innovative solutions, in coordination with the Executive Office;
- Acts as the Chief Procurement Officer of UNDP;
- Performs functions linked to staff separation, disciplinary measures and legal disputes as per UNDP's Legal Framework for Addressing Non-Compliance with UN Standards of Conduct and other legal instruments;
- Manage enterprise risk management (ERM) and promotes an optimum accountability system for the organization.



- Supports relevant strategic partnerships with key stakeholders, both internal and external, to carry out UNDP's mission and achieve results;
- Advises on UNDP positioning on management areas in support of UN Reform efforts;
- Represents UNDP and supports inter-agency dialogue and initiatives in the area of management at the CEB's High Level Committee on Management (HLCM) and other relevant high-level management forums;
- Leads by example and encourages excellence, professionalism, competence, integrity and ethics and values enshrined in the UN Charter;
- Guides, mentors and develops a team of BMS senior managers in New York and other relevant out-posted offices;
- Oversees and is responsible for Bureau's operations in financial, human resources, procurement and general administration.

The Secretary-General is seeking an individual with:

- Advanced university degree in management and / or development - related disciplines, such as Law, Economics, Business Administration, Public Administration, international relations or other relevant disciplines.
- A minimum of 15 years of relevant professional experience, with a strong record of progressively responsible, substantive experience and results achievement in the fields of corporate and / or programme management / oversight, particularly in international organisations.
- Senior experience at the international level, including in operations/corporate functions, country offices' support and oversight, inter-agency and international co-operation, negotiation of partnerships and management of resources are especially relevant. The candidate will have held senior management roles and demonstrated his/her ability to advocate for effective solutions.
- Experience of the UN and/or other intergovernmental institutions and international entities, including International Finance Institutions.



Languages

English and French are the working languages of the United Nations. For this position, fluency in English is required. Proficiency in another United Nations official language is a distinct 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

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