



**UNHCR**

United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés

## **Assistant High Commissioner for Operations**

The United Nations welcomes applications for the position of Assistant High Commissioner (Operations) at the level of Assistant Secretary-General. Applications from women candidates are strongly encouraged.

Attached are the terms of reference of the position. Further information on UNHCR is available in the Secretary-General's Bulletin ST/SGB/1998/9 and on the following website: <http://www.unhcr.org/>.

Applications must be received by UNHCR by 28 December 2019. Applications should be sent to: [Recruitment.AHC-O@unhcr.org](mailto:Recruitment.AHC-O@unhcr.org).

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The Assistant High Commissioner (Operations) reports directly to the High Commissioner, assisting him in the overall oversight and guidance of the Office's operational activities globally. He/she is part of UNHCR's Senior Executive Team and supervises and oversees the work of the seven Regional Bureaux; the Division of Emergency, Security and Supply; and the Division of Resilience and Solutions. The scope of work covers all UNHCR operations, including emergencies and a wide range of refugee and internal displacement operations, as well as operational support for supply, and staff safety and security.

In soliciting nominations for this position, UNHCR is seeking an individual with:

- Political awareness and well demonstrated negotiating and diplomatic skills;
- Close familiarity with refugee issues and broader issues of human displacement;
- Proven experience, including in the field, in management of humanitarian operations, especially in developing regions;
- Experience in the mobilization and supervision of humanitarian emergency response;
- Experience in coordinating activities and policies, both internally and externally within a multilateral framework;
- Expert knowledge of humanitarian inter-agency questions;
- In-depth knowledge of internal UN policies and procedures, inter-agency collaboration mechanisms, and the most recent developments with regard to United Nations reforms, the Global Compact on Refugees and the Comprehensive Refugee Response Model;
- Well-developed skills in advocacy and partnership-building;
- Demonstrated experience in engagement with development actors, including with international financial institutions
- Strong leadership, team building and management abilities; and
- Multilingual skills

### **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 of 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.