

# United Nations Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

TEL.: 1 (212) 963.1234 • FAX: 1 (212) 963.4879

REFERENCE: OCHA/NV/31/2021

## **Assistant Secretary-General for Humanitarian Affairs and Deputy Emergency Relief Coordinator**

The United Nations welcomes applications for the position of Assistant Secretary-General for Humanitarian Affairs and Deputy Emergency Relief Coordinator. This position is based in New York (USA).

In order to ensure a wide pool of candidates for this position, the Secretariat would welcome any applications to supplement the Secretary-General's own search and consultations. Applications from women candidates are strongly encouraged.

Applications must include a detailed curriculum vitae of the candidate with full contact information (e-mail and telephone) and must be sent to the Secretariat of the United Nations at the following e-mail address: [ochanyregistry@un.org](mailto:ochanyregistry@un.org) by 13 August 2021.

Further information on OCHA is available on the following website:  
<https://www.unocha.org>

---

OCHA is the part of the United Nations Secretariat responsible for ensuring a coherent and effective response to humanitarian emergencies through coordinating humanitarian action in partnership with national and international actors in disasters and complex emergencies; developing policy on important humanitarian issues; coordinating the assessment of needs in emergencies and developing response strategies; strengthening the humanitarian-development nexus; and advocating on behalf of those affected by crises.

The Assistant Secretary-General for Humanitarian Affairs and Deputy Emergency Relief Coordinator is accountable to the Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator. The responsibilities and requirements for this position are attached herewith.

The Secretary-General is seeking an individual with a:

- Proven track record of senior-level progressively responsible professional experience in leading and managing complex organizations;
- Experience in humanitarian assistance, emergency preparedness, disaster or crisis management, or related area.
- Demonstrated ability to deliver change and results in politically and operationally sensitive environments;

- Outstanding leadership, strategic visioning, management, communication, negotiating, teambuilding, and partnership skills;
- Strong networking and relationship building skills, evidenced by an extensive network of contacts with key players and stakeholders at the international level;
- Extensive experience in dealing with the diplomatic or donor community, governments, and actors in humanitarian/conflict situations;
- Outstanding interpersonal skills to work effectively in a multicultural environment;
- Understanding of UN policies, procedures, and operations is desirable;
- Knowledge of OCHA's operating environment;
- Commitment to the values and guiding principles of OCHA;

### ***Languages***

English and French are the working languages of the United Nations. For this position, fluency in English, with excellent drafting skills 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***

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, 19 July 2021