



Deputy Secretary-General of the United Nations Conference on Trade and Development (UNCTAD)

The United Nations welcomes applications for the position of Deputy Secretary-General of United Nations Conference on Trade and Development (UNCTAD) at the Assistant Secretary-General (ASG) level.

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

Applications must be submitted to the Secretariat of the United Nations through the following website: <https://www.un.org/sg/en/vacancies/index.shtml> by Thursday, 30 June 2022 (11:59 pm New York time).

The Deputy Secretary-General is a member of the Secretary-General's [Global Leadership Team](#), and as such, serves as a role model for the United Nations Values (Inclusion, Integrity, Humility and Humanity) and Behaviours Framework (Connect and Collaborate; Analyse and Plan; Deliver Results with Positive Impact; Learn and Develop; and Adapt and Innovate) and the desired behaviours of the [United Nations System Leadership Framework](#).

Background

UNCTAD supports developing countries to access the benefits of a globalized economy more fairly and effectively, while also helping equip them to deal with the potential drawbacks of greater economic interdependence. To do this, UNCTAD provides analysis, facilitates consensus-building and offers technical assistance. This helps developing countries to use trade, investment, finance and technology as vehicles for inclusive and sustainable development. Further information on UNCTAD is available on the following website: <https://www.unctad.org>

All applications will be treated with the strictest confidence and short-listed candidates will be contacted directly to undergo an assessment process, reference and background checks, including human rights and conflicts of interest screening.

Duties and Responsibilities

The Deputy Secretary-General of UNCTAD is accountable to the Secretary-General of UNCTAD. The core functions of the Deputy Secretary-General of UNCTAD are as follows:

- deputizes for the Secretary-General of UNCTAD, under his or her leadership and in line with the objectives and strategies of the Organization, helps to provide policy direction, coordination and clearance of substantive work, and to oversee the operations of the secretariat in regard to their strategic, programmatic and managerial aspects;

- monitors the implementation of UNCTAD's work programmes to ensure their conformity with the priorities established by Member States and timely delivery;
- ensures a proper interface between parts of the various work programmes dealing with UNCTAD's inter-related key issues and the interaction with the work of other UN entities, under the guidance of the Secretary-General of UNCTAD;
- oversees the planning, preparation and clearance of documentation and publications produced by the Organisation's substantive divisions;
- supports and advises on partnerships and strategic communications of the Secretary-General of UNCTAD;
- oversees arrangements for the coordination of the work of divisions and, as delegated by the Secretary-General of UNCTAD, chairs senior staff meetings and task forces convened for the purposes of cross-sectoral coordination;
- oversees the planning and monitoring of preparations for intergovernmental meetings, as delegated by the Secretary-General of UNCTAD;
- assists the Secretary-General of UNCTAD in building and maintaining relations with Governments, other United Nations agencies and entities, international organizations, regional and national institutions, non-governmental organizations, the private sector and academia; and
- undertakes special projects as assigned by the Secretary-General of UNCTAD.

Skills and Expertise

The Secretary-General is seeking an individual with the following attributes:

- extensive knowledge and a minimum of twenty years of experience in the field of international trade and development, including the key issues relevant to the integrated treatment of issues in the areas of finance, technology, investment environment and sustainable development;
- sensitivity to the development dimension at the national, regional and global levels;
- demonstrated experience relevant to the three areas of UNCTAD's operations - research and analysis; technical cooperation; and intergovernmental negotiations and building of consensus;
- demonstrated leadership experience with strategic vision and proven skills in managing complex organizations, including managerial responsibility at different levels for large, multi-disciplinary and multi-cultural teams;
- impeccable personal and professional integrity;
- demonstrated understanding of the United Nations system;

- demonstrated ability in providing direction and leadership in intergovernmental processes, strategic and managerial experience in negotiation, advocacy and stakeholder participation and consensus-building;
- partnerships and strategic communications;
- demonstrated ability to plan and organize work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated;
- demonstrated ability to develop supportive team environments that empower and encourage individuals to demonstrate initiative;
- Advanced University degree (Masters or equivalent) preferably in economics, law, political science, business administration, public administration, social science, or related area. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of an advanced university degree.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English and French is required. A working knowledge of another UN language is desirable.

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.

31 May 2022