

REFERENCE: EOSG/SLA/2021/7

## **Executive Secretary of the Economic Commission for Latin America and the Caribbean**

The United Nations welcomes applications for the position of Executive Secretary of the Economic Commission for Latin America and the Caribbean (ECLAC). This position is at the Under-Secretary-General level and is based in Santiago, Chile.

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

**Applications must be submitted through the following website:**

**<https://www.un.org/sg/en/vacancies/index.shtml> by Monday, 24 January 2022 (midnight New York time).**

Further information on ECLAC is available on the following website: <https://www.cepal.org/en>

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The Executive Secretary of ECLAC is a member of the Secretary-General's [Senior Management Group](#), and 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](#). The Executive Secretary is also a member of the [United Nations Sustainable Development Group](#), which guides, supports, tracks and oversees the coordination of United Nations development operations in 162 countries and territories.

### ***Background***

ECLAC is one of the five regional commissions of the United Nations, founded with the purpose of contributing to the economic development of Latin America and Caribbean, coordinating and leading efforts at the regional level to meet the challenges of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals, and reinforcing economic ties among countries within the region and with other nations of the world.

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 Executive Secretary is accountable to the Secretary-General and is responsible for all the activities of ECLAC and its administration:

- Assists, advises and keeps the Secretary-General informed on matters concerning the Commission;
- Promotes economic and social development through regional and subregional cooperation and integration;
- Assists in bringing a regional perspective to global problems and forums and introduces global concerns at the regional and subregional levels;
- Provides substantive information and advisory services, and discusses issues and concerns of the Commission with representatives of Member States, members of the legislative organs, other departments and offices of the United Nations Secretariat, specialized agencies, intergovernmental and non-governmental organizations, individuals active in relevant fields and the press, as required;
- Identifies broad strategies and development cooperation activities of regional and subregional scope, commensurate with the needs and priorities of the region, that are required for the development and implementation of the programme of work of the Commission, including its subregional headquarters and national offices;
- Ensures gender is mainstreamed throughout the work of ECLAC by assessing the implications for women and men, girls and boys of any planned action, including policies or programmes in all areas and at all levels, and fosters an enabling environment for gender equality, inclusion and open communication among staff and across organizational boundaries;
- Exercises collaborative leadership by contributing to shaping system-wide strategic priorities, joint policy formulation and decision-making of the United Nations Sustainable Development Group, as well as to operationalizing system-wide policies or normative guidance for the UN's sustainable development activities;
- Provides substantive input and advice to United Nations reform efforts and ensures the implementation by ECLAC of the Secretary-General's reform proposals and decisions of the Executive Committee, Senior Management Group and Chief Executives Board as well as decisions by the United Nations Sustainable Development Group;
- Engages in the regular statutory meetings of the Deputy Secretary-General with Executive Secretaries of regional economic commissions, and meetings convened by the Chef de Cabinet with Executive Secretaries of regional economic commissions, on behalf of the Secretary-General;
- Carries out any special task or other duties that may be assigned to the Executive Secretary by the Secretary-General.

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

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

- Demonstrated leadership experience with strategic vision, deep development knowledge, and proven skills in managing complex organizations, such as an intergovernmental, international non-governmental or multinational private sector entities;
- Proven track record of accomplishments at the regional, national or international level;
- Demonstrated ability to work harmoniously in, and lead a multi-cultural team and establish harmonious and effective working relationships both within and outside the organization;
- Ability to build consensus and stimulate effective campaigns among a broad spectrum of people and organizations;
- Demonstrated creativity and proven ability to propose new ideas and lead on new ways of doing things in a manner that expands current thinking or traditional approaches;
- High commitment to the values and guiding principles of the United Nations and familiarity with the United Nations system, including peacekeeping, human rights, humanitarian and development settings and challenges.

### ***Languages***

English and French are the working languages of the United Nations. For this position, fluency in English and Spanish is required. A working knowledge of French or other 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, including sexual exploitation and abuse, and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law, including sexual exploitation and abuse.

### ***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 their official duties and responsibilities, or call into question their 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 United Nations 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 a 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.

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14 December 2021