

**Assistant Secretary-General for Safety and Security, United Nations Department of Safety and Security (UNDSS)**

The United Nations welcomes applications for the position of Assistant Secretary-General for Safety and Security, United Nations Department of Safety and Security (UNDSS), which is based at United Nations Headquarters in New York.

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 (telephone, e-mail) and must be sent to the Secretariat of the United Nations by Friday, 19<sup>th</sup> February 2021. Applications may also be sent to [undss-ousg-dss@un.org](mailto:undss-ousg-dss@un.org).

Further information on UNDSS is available on the following website: <https://www.un.org/undss/>

---

The Department of Safety and Security enables United Nations system operations across the globe by providing trusted security leadership, supporting UN entities to deliver on their programmes, and keeping our personnel safe and premises secure and accessible. Over the last decade, the environment in which the UN and its partners are delivering on mandates has become more complex, and the threats that staff face have increased in scope. In this context, UNDSS needs to constantly evolve and improve. In the coming years, the Department will strive to cultivate a diverse and engaged workforce that will provide innovative security solutions for our stakeholders. The Assistant Secretary-General will support the Under-Secretary-General and the Department of Safety and Security in delivering on these objectives.

The Assistant Secretary-General for Safety and Security is accountable to the Under-Secretary-General for Safety and Security. The responsibilities and requirements for this position are attached herewith.

The Secretary-General is seeking an individual with:

- extensive experience at a senior managerial level in the international environment;
- demonstrated leadership experience with strategic vision and proven skills in managing complex organizations;
- demonstrated experience in conceptualizing workplace reform and change management;
- Extensive experience in managing, and bringing coherence to the activities of, a large, complex and geographically dispersed department;
- impeccable personal and professional integrity;
- experience in security as an enabler of programme delivery and operations, in particular in the field;
- extensive experience in handling complex safety and security issues, including disaster/crisis management;
- knowledge of United Nations policies, procedures and operations of the United Nations Security Management System;

- an understanding of the United Nations system, including, of current peacekeeping, humanitarian and development challenges.

### ***Human rights screening***

Individuals who are either nominated by Member States or 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 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 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.

## ***Terms of Reference***

**Post Title and Level:** Assistant Secretary-General for Safety and Security

**Duty Station:** New York

**Organization Unit:** United Nations Department of Safety and Security

---

### **Responsibilities**

The Assistant Secretary-General (ASG) for Safety and Security in the United Nations Department of Safety and Security (UNDSS) is the Deputy to the Under-Secretary-General (USG) for Safety and Security of UNDSS.

The Department of Safety and Security's vision statement is “security for the United Nations, for a better world”. The mission of the Department of Safety and Security is, “to enable United Nations system operations through trusted security leadership and solutions”.

The USG is responsible for the safety and security of more than 150,000 United Nations staff members and an estimated 300,000 dependents at over 150 duty stations around the world, including many which are at high risk.

The ASG supports the programme of work entrusted to the USG, UNDSS and, as deputy to the USG, supports him/her in the full ranges of his/her complex and extensive system-wide responsibilities. In that capacity, and in close coordination with and under the direction of the USG, the ASG assists in the overall management of the Department by:

- Supporting the USG in the full range of his/her responsibilities;
- Overseeing the effective implementation of the UNDSS Strategic Plan, internal departmental strategies and priorities, including the Gender and Inclusion Strategy, and the governance and internal management of the Department;
- Ensuring that the work of the Department is complementary to and supportive of the work of the broader UN system;
- Maintaining liaison with Designated Officials, representatives of Member States, regional groups, host government authorities and other senior leadership within the scope of the United Nations Security Management System, including the Inter-Agency Security Management Network;
- Leading and managing the work of the Strategic Planning and Policy Service, the Executive Office, and the Division of Specialized Operational Support;
- Supporting and guiding the leadership team in relation to their functions;
- Representing the Department in the absence of the USG;

### **Competencies**

**Professionalism:** demonstrated expertise in the management of a decentralized security system, preferably in an international context. Proven ability to remain calm and composed in stressful situations.

**Vision:** ability to identify key strategic issues, opportunities and risks and to clearly communicate links between the Organization’s strategy and UNDSS’s goals; ability to support and execute sound vision of internal management and oversight.

**Managing Performance:** ability to make timely decisions, establish priorities and coach, mentor, motivate and develop staff and encourage good performance; delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility.

**Accountability:** takes ownership of all responsibilities and honours commitments; delivers outputs for which he/she has responsibility; takes responsibility for his/her own shortcomings and those of the work unit.

**Gender mainstreaming:** provides leadership and takes responsibility for incorporating gender perspectives into substantive work and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing and creating a gender sensitive working environment that pays attention to work/life issues.

## **Qualifications**

**Education:** advanced university degree (Masters degree or equivalent) in law; international relations; public administration; crisis, security, or disaster management; political or social sciences; science, or a related area.

## **Experience:**

Extensive experience at a senior managerial level in the international environment is required;

Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations is required;

Demonstrated experience in conceptualizing workplace reform and change management is required.

Extensive experience in managing, and bringing coherence to the activities of, a large, complex and geographically dispersed department is required.

Field experience is highly desirable.

Extensive experience in handling complex safety and security issues, or disaster/crisis management, is highly desirable;

An understanding of the United Nations system, including, of current peacekeeping, humanitarian and development challenges is highly desirable;

Substantial experience working within the UN Common System is desirable;

Knowledge of United Nations policies, procedures and operations is highly desirable;

Knowledge of the United Nations Security Management System (UNSMS) is highly desirable.

## **Languages**

English and French are the official working languages of the United Nations. For this post, fluency in English, with excellent drafting skills is required. Working knowledge of another UN official language, preferably French, is desirable.