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Executive Secretary of the Economic Commission on Africa

The United Nations welcomes applications for the position of Executive Secretary of the Economic Commission on Africa (ECA). This position is at the Under-Secretary-General level and is based in Addis Ababa, Ethiopia.

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 through the following website:
<https://www.un.org/sg/en/vacancies/index.shtml> by 26 October 2022 (midnight New York time).

Further information on ECA is available in the Secretary-General's Bulletin ST/SGB/2005/12 and on the following website: <http://www.uneca.org/>

The Executive Secretary of ECA is a member of the Secretary-General's [Senior Management Group](#), and 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; Adapt and Innovate) 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

Established by the Economic and Social Council of the United Nations in 1958 as one of the five regional commissions, ECA's mandate is to promote the economic and social development of its Member States, foster intra-regional integration and promote international cooperation for Africa's development. The Executive Secretary is accountable to the Secretary-General and is responsible for all the activities of ECA, as well as its administration.

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:

- advises the Secretary-General on matters concerning sustainable development with a focus on economic and social development in Africa;
- represents the Secretary-General on special assignments relating to sustainable development particularly economic and social policy issues concerning Africa;
- acts as a focal point in the Secretariat on matters concerning Africa's sustainable development, particularly its economic and social development;
- serves as vice-co-chair of the Regional Collaborative Platform, liaises closely with the Development Coordination Office and reports to the Deputy Secretary-General on the rollout of the repositioned United Nations development system as it accompanies efforts by regional entities and also governments to deliver the 2063 Agenda and the 2030 Agenda for Sustainable Development; and
- maintains close contact with representatives of Member States and associate Member States, as well as with other departments and offices of the United Nations Secretariat, the specialized agencies and intergovernmental and non-governmental organizations.

Skills and Expertise

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

- demonstrated extensive knowledge and/or experience of major economic and social development issues with a view to promoting policies and strategies for the sustainable development of Africa;
- demonstrated experience working in partnership with national and international actors to create opportunities for sustainable development and solutions to major economic and social development issues in Africa;
- demonstrated leadership experience with strategic vision and proven skills in managing complex organizations (such as an intergovernmental, international non-governmental or multinational private sector entities);
- demonstrated ability to work harmoniously in a multi-cultural team and establish harmonious and effective working relationships both within and outside the organization;
- ability to be a powerful and convincing advocate on all aspects of economic and social development issues in Africa and the broader sustainable development agenda, worldwide and within the United Nations system;

- 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; and
- ability to support and advocate on human rights issues, including gender, sexual exploitation and abuse, and disabilities.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English 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.

14 September 2022