

REFERENCE: EOSG/SLA/2023/1

Executive Secretary, Economic Commission for Europe (ECE)

The United Nations welcomes applications for the position of Executive Secretary of the Economic Commission for Europe (ECE). This position is at the Under-Secretary-General level and is based in Geneva, Switzerland.

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

Applications must be submitted through the following website:
<https://www.un.org/sg/en/vacancies/index.shtml> by Monday, 20 March 2023 (midnight New York time).

Further information is available on the following website: <https://unece.org/>

The Executive Secretary of ECE 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 of the United Nations, ECE's mandate is to promote the economic and social development of its Member States to achieve the 2030 Agenda and the Sustainable Development Goals, foster intra-regional integration, and promote international cooperation for Europe's development.

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 humanrights 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 ECE, as well as 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;
- ensures gender is mainstreamed throughout the work of ECE 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 ECE 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; and
- 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 to create opportunities for sustainable development and solutions to major economic and social development issues in Europe;
- 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; and
- 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 is required. A working knowledge of French or other United Nations official language will be an advantage.

Human rights screening

In accordance with the policy for the nomination of candidates, the Secretariat wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of or is not currently under investigation or being prosecuted for any criminal offence, including sexual exploitation and abuse, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to a criminal offence, including sexual exploitation and abuse, or violations of international human rights law or international humanitarian law.

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, 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.

3 February 2023