



*Empowered lives.
Resilient nations.*

Assistant Administrator and Director, Crisis Bureau, United Nations Development Programme

The United Nations Development Programme (UNDP) welcomes applications for the position of Assistant Administrator and Director, Crisis Bureau (CB), UNDP at the Assistant Secretary-General (ASG) level.

In order to ensure a wide pool of candidates for this position, UNDP would welcome any applications to supplement the Secretary-General's own search and consultations. UNDP would especially welcome applications from women candidates.

All applications should include the curriculum vitae of the candidates with full contact information (e-mail and telephone) and must be received by **Friday, 9th June 2023**. Applications may be sent to the following e-mail address: exo.cos@undp.org

Further information on UNDP is available on the following website: <http://www.undp.org/>

Background

UNDP is the UN's global development organization, advocating for change and connecting countries to knowledge, experience and resources to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. UNDP works in nearly 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience in order to sustain development results.

Agenda 2030 remains at the centre of the UNs engagement, including in crisis and fragile settings. Underpinning the agenda is the commitment to "Leave No One Behind", with many of the most marginalized living in protracted crisis settings. In crisis contexts, this necessitates greater coherence across development and humanitarian actors (as well as peacebuilding actors as relevant), and a focus on prevention and system-wide coherence that is very much at the heart of the on-going reform proposals both on the development and the peace and security sides.



As the lead UN development agency working on crisis prevention, response, recovery and resilience, UNDP is very supportive of these approaches and engaged at the global policy level and through its programmatic interventions.

UNDP's corporate Crisis Offer, a framework for development solutions for crisis and fragility, seeks to consolidate and strengthen UNDP's crisis mechanisms to break the cycle of protracted crisis and fragility; to get ahead of the crisis curve through anticipating and preventing crises; and to sustain development throughout crises. These efforts seek to mitigate potential shocks and disruptions, protect hard-won development gains, and to provide sustained accompaniment throughout crises, and to pursue pathways out of crisis and build longer-term resilience. The CB supports Regional Bureaux (RBx) and Country Offices (COs) to ensure risk-informed and preventive approaches are integrated into development plans, priorities and programmes.

The Director is the leader of the Crisis Bureau as well as a member of UNDP's corporate leadership, and as such, serves as a role model for corporate values, behaviors and substantive skills.

Duties and responsibilities

The Director, Crisis Bureau reports to the Administrator / Associate Administrator. S/he is a member of UNDP's Executive Group and contributes to shaping and monitoring overall corporate strategic directions. S/he directs and manages the work of the Bureau to contribute to the achievements of the organizational priorities and achieve identified outcomes.

The following scope and principal functions of the position include:

- Participation in UNDP's highest level corporate decision-making body, the Executive Group (EG), helping to identify and implement strategic directions for the Organization as a whole;
- Acting as the primary UNDP interface with stakeholders on crisis - related issues;
- Building strategic partnerships with key stakeholders to carry out UNDP's mission and achieve results.



Managing the Crisis Bureau and working collaboratively and collegiately across UNDP, to achieve outcomes and results in line with UNDP's Strategic Plan:

- Providing overall leadership and shaping strategic thinking for UNDP integrated approach on crisis and fragility related issues;
- Providing executive leadership and management for Crisis Bureau, supporting the overall goals of UNDP and the UN system;
- Developing and driving UNDP's vision and priorities for crisis prevention, response, recovery and anticipation, leading timely and informed decision-making and management actions;
- Ensuring high quality performance by providing oversight for all UNDP crisis-related actions;
- Representing UNDP in relevant crisis and fragility related UN mechanisms and fora, as well as in the international crisis community;
- Representing UNDP in relevant fora related to the cross-pillar collaboration including humanitarian-development-peace nexus and the integration;
- Ensuring global advocacy for UNDP's role in crisis and fragile settings;
- Engaging with the donor community and other actors on crisis related issues, including resource mobilization; and
- Overseeing and managing Crisis Bureau's operations in financial, human resources, procurement and general administration's engagement in the region;

The result of the work of the Director greatly impacts on the standing and reputation of UNDP in all areas related to crisis and fragility related issues. When requested by the Administrator/Associate Administrator, the Director represents UNDP in international and national fora, liaises and interacts on behalf of UNDP with external clients and partners including government, media, civil society as well as other international organizations. The Director is accountable to the Administrator/Associate Administrator for the timely and effective delivery of UNDP's corporate crisis response to Country Offices.



Skills and expertise

The Secretary-General is seeking an individual with:

- A strong record of progressively responsible, substantive and results achievement experience at the international level, including in development programming, resource mobilization and advocacy;
- Experience in interagency and international co-operation, negotiation of partnerships, mobilization of resources and management of programmes. The candidates will have held leadership roles and demonstrated their ability to advocate for effective solutions;
- In-depth knowledge of crisis response activities, managing related complex situations, interagency and international cooperation, negotiation of partnerships, mobilization of resources and /or management of programmes in crisis - related contexts with national, regional, international entities, including the ability to influence/advance dialogue and present such material at global and regional fora;
- Experience of the UN and/or other intergovernmental institutions and international entities;
- Advanced University degree in development-related disciplines, Economics, International Relations, Public Policy, Business Administration, or other relevant disciplines

Languages

English and French are the working languages of the United Nations. For this position, fluency in English is required. Proficiency in another United Nations official language is a distinct 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 and have not been involved, by act or omission, in the commission of any violation 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



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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 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.

New York, 15 May 2023