



*Empowered lives.
Resilient nations.*

Assistant Secretary-General (ASG) and Director, Regional Bureau for Arab States (RBAS), United Nations Development Programme (UNDP)

The United Nations welcomes applications for the position of Assistant Secretary-General (ASG) and Director, Regional Bureau for Arab States (RBAS), United Nations Development Programme (UNDP).

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. Applications from women candidates are strongly encouraged.

All applications must include the curriculum vitae of the candidate with full contact information (e-mail and telephone) and must be received by **19th June 2020**. Applications may also be sent to **exo.cos@undp.org**

Further information on UNDP is available on the following website: <http://www.undp.org/>
Interested candidates may submit their applications using the following link: exo.cos@undp.org

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.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals, which will guide global development priorities for the next 10 years.

RBAS covers 17 Country Offices (with the 18th located in the occupied Palestinian territory) and one Regional Service Centre, located in Amman. Across the region, UNDP helps countries build and share their own solutions to urgent development challenges, supporting coalitions for change and connecting individuals and institutions so they can share knowledge, experience and resources. As countries develop local capacity, they draw on the people of UNDP and our wide range of regional and global partners. The regional priorities include democratic governance and peace building, sustainable development, reducing inequalities, disaster and conflict risk reduction, climate change and the advancement of women, among others.

The Regional Director is the leader of UNDP in the region 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.



The Director of RBAS reports to the Administrator / Associate Administrator. He/She is a member of UNDP's Executive Group and contributes to shaping and monitoring overall corporate strategic directions. He/She directs and manages the overall policy and ongoing regional programme and country office operations of the region to address priorities and achieve 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;
- Building strategic partnerships with key stakeholders to carry out UNDP's mission and achieve results;
- Managing the Regional Bureau and working collaboratively and collegiately across UNDP, and in collaboration with the wider UN development system to achieve outcomes and results in line with UNDP's Strategic Plan, including by:
 - Providing overall leadership and shaping strategic thinking for UNDP's engagement in the region;
 - Identifying existing and emerging development challenges and priorities in the region; defining the strategic programming priorities at the regional and country and implementing measures to improve the quality and effectiveness of programmes;
 - Providing intellectual guidance for region-specific knowledge products, including Regional Human Development Reports;
 - Guidance to the Resident Representatives and other senior managers in Country Offices, including playing a facilitating role with host Governments, donors and counterparts as needed;
 - Oversight of Country Office performance and timely action on problems and challenges
 - Guiding the implementation of strategies for Bureau resource mobilization and delivery;
 - Building and maintaining strategic partnerships for UNDP in the region, with a focus on knowledge sharing, joint activities and resource mobilization and representing UNDP, as required, in high-level events and fora relating to the region;
 - Representing the Bureau in key policy, programme, management, advocacy forums and conferences;
 - Coordinating the UNSDG in the region, to support the UN Resident Coordinator system; advocating for greater coherence and harmonization of UN Country Teams; oversight of the performance of UNDP resident representatives in UN Country Teams in the region [and contribution to overall performance evaluation of UN Country Teams].
 - Supporting the implementation of UN reforms in the region, in line with corporate policies and guidance from the UN Sustainable Development Group.



The Regional Director:

- Leads by example and encourages excellence, professionalism, competence, integrity and ethics and values enshrined in the UN Charter;
- Guides, mentors and develops a team of senior managers in New York, the Regional Hub, and Country Offices;
- Oversees and is responsible for the Bureau's operations in financial, human resources, procurement and general administration

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 is especially relevant.
- Experience in interagency and international co-operation, negotiation of partnerships, mobilization of resources and management of programmes are especially relevant. The candidates will have held leadership roles and demonstrated his/her 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 management of programmes in crisis related areas with national, regional, international entities, including the ability to influence/advance dialogue and present such material at global and regional fora.
- Senior documented experience of the UN and/or other intergovernmental institutions and international entities.

Fluency in the English language is mandatory. Fluency in Arabic is a distinct advantage and knowledge of other UN languages is welcome.

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.



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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.

7 May 2020