

Reference: UNEP/Executive/2022

Deputy Executive Director, United Nations Environment Programme

The United Nations welcomes applications for the position of Deputy Executive Director at the level of Assistant Secretary-General. This position is based in Nairobi (Kenya).

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 **23 March 2022**.

Further information on the United Nations Environment Programme is available on the following website:

<https://www.unep.org>

The Deputy Executive Director is a member of the Secretary-General's [Global Leadership Team](#), and as such, 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; and Adapt and Innovate) and the desired behaviours of the [United Nations System Leadership Framework](#).

Background

The United Nations Environment Programme (UNEP), as the leading global environmental authority within the United Nations system, promotes the environmental dimension of sustainable development and serves as the authoritative advocate for the global environment.

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 Deputy Executive Director works under the direction of the United Nations Environment Programme's Executive Director and Under-Secretary-General of the United Nations and plays a key policy leadership and

management role in the delivery of UNEP's mandate. The responsibilities and requirements for this position are attached herewith.

Skills and Expertise

The Secretary-General is seeking an individual with:

- Extensive experience at a senior managerial level on sustainable development, including with significant experience at the international level;
- Demonstrated experience in the environment arena;
- Candidate must be a strong leader and manager with highly developed diplomatic and public policy skills, including senior managerial experience at the international level.
- Candidates must demonstrate a strong track record in managing complex organizations and programmes, organizational strategy and development, including results-based management;
- Demonstrated vision and experience in the implementation of workplace reform and change management;
- Experience with Member State and stakeholder engagement as well as coalition building;
- Exceptional public speaking skills;
- Demonstrated skills in respecting diversity, consultation and participation;
- Demonstrated diplomatic, cultural sensitivity and negotiating skills;
- Impeccable personal and professional integrity;
- Experience in handling complex safety and security issues, including disaster/crisis management and in managing a large, complex and geographically dispersed department;
- Knowledge of United Nations policies, procedures and operations of the Secretariat.

Languages

English and French are the official working languages of the United Nations. For this post, fluency in English, with excellent drafting and public speaking skills is required. Knowledge of a second official UN language is 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 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 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 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 interests of the United Nations, should the individual be appointed to this position.

Nairobi, 7 February 2022