

The Secretary-General is pleased to announce the following job opening: Assistant Secretary-General of the United Nations Development Coordination Operations Office (UNDOCO), based in New York, USA.

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

All applications should include a cover note and curriculum vitae of the candidates with full contact information (telephone and e-mail) and must be sent to the Secretariat by 19 December 2018. Applications may also be sent to eosg2018undoco@un.org.

Attached is the terms of reference of the position. Further information on UNDOCO is available on the following websites: <https://reform.un.org/> and <https://undg.org/about/undg-global/development-operations-and-coordination-office/>.

UNDOCO provides strategic planning for the resident coordinator system, supports the United Nations Sustainable Development Group (UNSDG) Chair, Vice-Chair and UNSDG Principals and UNSDG working mechanisms, and monitors strategic aspects of Quadrennial Comprehensive Policy Review (QCPR) implementation and progress tracking. In addition, UNDOCO is responsible for managing strategic partner relations, for coordinating the United Nations development system's engagement with the Executive Committee/Deputies Committee mechanism and for providing oversight and strategic leadership of UNDOCO.

The Assistant Secretary-General of UNDOCO provides strategic leadership and management to the work of UNDOCO and performs managerial and oversight functions of the resident coordinator system. In doing so, the Assistant Secretary-General of UNDOCO will be responsible for the day-to-day management of 129 resident coordinators, and the work of 95 UNDOCO staff. S/he also will ensure UNDOCO provides day-to-day programmatic and technical support and policy guidance for United Nations country teams; and quality assurance with respect to United Nations Development Assistance Frameworks (UNDAF), the primary planning instrument that guides the United Nations response in a country, as well as advisory and dispute resolution services in close liaison with the regional team of UNSDG and other senior officials of the system. The Assistant Secretary-General reports to the Deputy Secretary-General.

In requesting applications for this position, the United Nations Secretariat is seeking an individual with:

- Ability to conceptualize, inspire, and convey strategic vision from the spectrum of development experience;
- Capacity for reform to support Resident Coordinators' and United Nations Country Teams' efforts to deliver on the 2030 Agenda for Sustainable Development and the Sustainable Development Goals;
- Demonstrated leadership and strategic management skills;
- Demonstrated skills in respecting diversity, consultation and participation;
- Demonstrated diplomatic, cultural sensitivity and negotiating skills;
- Strong partnering, people management, and resource mobilisation skills;
- Ability to provide information, tools and resources to support work achievement;
- Demonstrated ability to plan and organize work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated;

- Demonstrated ability to develop supportive team environments that empower and encourage individuals to demonstrate initiative;
- Strong interpersonal, communication and presentation skills;
- 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.

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

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.