

United Nations Nations Unies

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Post Title and Level: Assistant Secretary-General for Safety and Security

Duty Station: New York

Organization Unit: United Nations Department of Safety and Security

Responsibilities

The Assistant Secretary-General (ASG) for Safety and Security in the United Nations Department of Safety and Security (UNDSS) is the Deputy to the Under-Secretary-General (USG) for Safety and Security of UNDSS.

UNDSS provides guidance and leadership to the decentralized United Nations security management system in order to ensure the safety and security of United Nations staff, operations and premises at United Nations Headquarters and in field locations with the purpose of enabling the effective operation of UN system programmes and activities.

The USG is responsible for the safety and security of more than 150,000 United Nations staff members and an estimated 300,000 dependants at over 150 duty stations around the world, including many which are at high risk.

The ASG supports the programme of work entrusted to the USG, UNDSS and, as deputy to the USG, supports him/her in the full ranges of his/her complex and extensive system-wide responsibilities. In that capacity, and in close coordination with and under the direction of the USG, the ASG assists in the overall management of the Department by:

- Supporting the USG in the full range of his/her responsibilities, including assuming responsibility for all operational activities of the Department related to tasking, planning the optimum use of resources, expertise and experience, and overseeing and assisting the Department's senior leadership in the discharge of their functions;
- Maintaining liaison with Designated Officials, representatives of Member States, regional groups, host government authorities and other senior leadership within the scope of the United Nations Security Management System, both at Headquarters and field locations;
- Supervising and overseeing the Executive Office in carrying out its delegated financial, personnel and general administrative responsibilities;
- Overseeing and strengthening the day-to-day, internal management of the Department, as well as representing the Department in the absence of the USG;

- Supporting the USG in the performance of his/her functions as executive head of the Department, including by coordinating the work of various units both at Headquarters and in the field, and overseeing the preparation of reports to intergovernmental bodies;
- Overseeing the work of the Policy and Compliance Service, the Field Support Service and the Executive Office.

Competencies

Professionalism: demonstrated expertise in the management of a decentralized security system, preferably in an international context. Proven ability to remain calm and composed in stressful situations.

Leadership: proven leadership skills and demonstrated ability to manage and coordinate multiple different activities/operations, including disaster or crisis management. Demonstrated flexibility in leadership by performing and/or overseeing the analysis of complex security and programme issues; empowering others to translate vision into results and create an enabling environment; anticipate and resolves conflicts by pursuing mutually agreeable solutions; continuously drives for change and improvement.

Vision: ability to identify key strategic issues, opportunities and risks and to clearly communicate links between the Organization's strategy and UNDSS's goals; ability to support and execute sound vision of internal management and oversight.

Judgement/Decision-making: strong, reliable and mature judgement and decision-making skills with the ability to make difficult decisions under pressure; identifies the key issues in a complex situation and comes to the heart of the problem quickly; checks assumptions against facts.

Managing Performance: ability to make timely decisions, establish priorities and coach, mentor, motivate and develop staff and encourage good performance; delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility.

Integrity: resists undue political pressure in decision-making; does not abuse power or authority; takes prompt action in case of unprofessional or unethical behaviour.

Accountability: takes ownership of all responsibilities and honours commitments; delivers outputs for which he/she has responsibility; takes responsibility for his/her own shortcomings and those of the work unit.

Communication: excellent communication and negotiation skills required, particularly in emergency/crisis situations. Listens to others and is genuinely interested in having two-way

communications; solid reputation of dealing honestly and openly with issues and staff; knowledge of modern management tools and practices and high level of information technology awareness needed to oversee appropriate utilization of information technology platforms and programmes.

Gender mainstreaming: provides leadership and takes responsibility for incorporating gender perspectives into substantive work and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing and creating a gender sensitive working environment that pays attention to work/life issues.

Qualifications

Education: advanced university degree (Master's degree or equivalent) in law, international relations, public administration, security management, political or social sciences or related area.

Experience:

- Extensive experience at a senior managerial level with significant safety and security experience in the international environment is required;
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations is required;
- An understanding of the United Nations system, including, of current peacekeeping, humanitarian and development challenges is desirable;
- Extensive experience in handling complex safety and security issues, including disaster/crisis management and in managing a large, complex and geographically dispersed department is highly desirable;
- Substantial experience working within the UN Common System, both at headquarters and in the field, is desirable;
- Knowledge of United Nations policies, procedures and operations of the UN Security Management System (UNSMS) is desirable;
- Demonstrated experience in the implementation of workplace reform and change management is desirable.

Languages

English and French are the official working languages of the United Nations. For this post, fluency in English, with excellent drafting skills is required. Working knowledge of another UN official language, preferably French, is desirable.