



*Empowered lives.
Resilient nations.*

The Secretary-General is pleased to announce the following job opening at the Assistant Secretary-General level: Assistant Secretary-General (ASG) and Director, Regional Bureau for Europe and the CIS.

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 nominations of women candidates.

All applications should include the curriculum vitae of the candidates and must be sent to the Secretariat by **21 March 2018**. Nominations 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, or Global Goals, which will guide global development priorities for the next 15 years.

The Regional Bureau for Europe and the CIS (RBEC) serves 29 countries in Central and Eastern Europe and the former Soviet Union. With its headquarters in New York, RBEC comprises 17 country offices and one Regional Service Centre in Istanbul. It also provides programme/project services to eight other countries.

The Regional Director is the leader of UNDP in the ECIS region as well as a member of UNDP's corporate leadership group and as such, serves as a role model for corporate values, behaviors and substantive skills.

- Innovative region-wide strategic thinking, advocacy and partnerships;
- Translation of corporate and regional strategies and goals into successful development results on the ground;
- Enhancing RBEC's managerial and substantive effectiveness.

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The Director of Europe and the CIS (RBEC) 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 scope and principal functions of the position include:

- Participates in UNDP's highest level corporate decision-making body, the Executive Group (EG), helping to shape and implement strategic directions for the Organization as a whole;
- Builds strategic partnerships with key stakeholders to carry out UNDP's mission and achieve results;
- Manages the Regional Bureau for Europe and the CIS (RBEC), and works collaboratively and collegiately across UNDP 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;
 - Builds and maintains strategic partnerships for UNDP in the ECIS region, including new EU members and emerging donors, with a focus on knowledge sharing, joint activities and resource mobilization and represents UNDP, as required, in high-level events and fora relating to the ECIS region;
 - Represents the Bureau in key policy, programme, management, advocacy forums and conferences;
 - Leads the UN Development Group (UNDG) in the Europe and Central Asia, representing the most active UNDG agencies in the region, for greater coherence and harmonization of UN Country Teams and a strengthened UN Resident Coordinator system;
 - Supports implementation of UN reform initiatives in the region, in line with corporate policies and guidance from the High Level Committees on Programmes and Management of the Chief Executives Board (CEB) and the UN 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, Istanbul and Country Offices;
- Oversees and is responsible for 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.
- The candidates should have in-depth knowledge of 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.
- The candidates should have experience of the UN and/or other intergovernmental institutions and international entities.

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.

New York, 23 February 2018