

**The Secretary-General is pleased to announce the following job openings at the level of Under-Secretary-General:**

### **Executive Secretary of the Economic Commission for Europe (ECE)**

The Executive Secretary is accountable to the Secretary-General. The Executive Secretary is responsible for all the activities of ECE, as well as its administration; provides the Secretary-General with advice and support on economic matters relating to the ECE region, in particular to countries with economies in transition; maintains contacts on behalf of the Secretary-General with individual Governments or groups of countries in the field of economic cooperation; directs substantive support and Secretariat services to the Commission and its subsidiary organs, as well as to the Economic and Social Council and to other departments/offices of the United Nations Secretariat, specialized agencies and intergovernmental organizations. The Executive Secretary also maintains contacts with non-governmental organizations and the media and coordinates with other United Nations bodies active in the economic and social fields, in particular, within the framework of the Executive Committee for Economic and Social Affairs.

Further information on ECE is available in the Secretary-General's Bulletin ST/SGB/2008/9 and on the following website: <https://www.unece.org/>

The Secretary-General is seeking an individual with:

- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations, such as an intergovernmental, international non-governmental or multinational private sector entities;
- Proven track record of accomplishments at the regional, national or international level;
- Demonstrated ability to work harmoniously in a multi-cultural team and establish harmonious and effective working relationships both within and outside the organization;
- Ability to build consensus and stimulate effective campaigns among a broad spectrum of people and organizations;
- Demonstrated creativity and proven ability to propose new ideas and lead on new ways of doing things in a manner that is not bound by current thinking or traditional approaches;

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.

**In order to ensure a wide pool of candidates for these positions, the Secretariat would welcome any applications to supplement the Secretary-General's own search and consultations. The Secretariat would especially welcome applications of women candidates.**

### ***Human rights screening***

Individuals who are either nominated by Member States or 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.

**All applications should include the curriculum vitae of the candidates and must be received by 6 March 2017. Applications may also be sent to [eosgapplcations20172@un.org](mailto:eosgapplcations20172@un.org)**