

Posting Title : Chief of Management and Administration and Executive Officer, D1, D1  
Job Code Title : EXECUTIVE OFFICER  
Department/ Office : Executive Office of the Secretary-General  
Location : NEW YORK  
Posting Period : 23 December 2016-13 January 2017  
Job Opening number : 16-ADM-EOSG-72113-R-NEW YORK  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Special Notice**

In keeping with the Secretary-General's emphasis on mobility, candidates who have served with Offices Away from Headquarters, Regional Economic Commissions, Field Operations or Agencies, Funds and Programmes are encouraged to apply. Secretariat staff members selected for a position in the Executive Office of the Secretary-General (EOSG) will retain their current contractual status and they will not retain their right of return to their current post. Those with current appointments limited to a specific Department, Office or Mission and will be given similar appointments limited to service in the EOSG. Likewise, external candidates who are selected will be given appointments limited to service in the EOSG. Staff members are reminded of the provisions contained in ST/SGB/2016/8 ("Placement of staff members serving in the Executive Office of the Secretary-General"), and if covered within the scope of that bulletin, may be placed laterally to any vacant position in any organizational unit or duty station.

### **Org .Setting And Reporting**

The Position is located within the Management and Administration Unit of the EOSG, under the overall direction of the Director of Management (D-2) in the Office of the Chef de Cabinet (CDC).

### **Responsibilities**

Within delegated authority, the Executive Officer is responsible for the following duties:  
POLICY AND PLANNING • Provides overall management and delivery of all administrative support to include human resource management, budget and financial management and general services in a timely effective and efficient manner, ensuring full compliance with established UN regulations, rules, policies and procedures; • Assists the Director in planning

and developing the work plan of the Office, with clearly defined priorities and allocation of resources; • Provides advice to the Director on all administrative matters to include budget and financial management, human resources management, and general administration; • Coordinates and oversees the preparation of reports and presentations to the intergovernmental bodies; • Advises the Director as well as the CDC on issues and communications pertaining to the Advisory Committee on Administrative and Budgetary Questions, Fifth Committee, Committee for Program Coordination and any other policy making organs; HUMAN RESOURCES MANAGEMENT • Leads, supervises and oversees all staffing and human resources issues for the EOSG in adherence to the principles of gender parity and geographical diversity; • Advises on workforce planning for the Office, monitoring and ensuring timely vacancy announcements and completion of selection and recruitment process in close collaboration with the Office of Human Resources Management; • Provides advice to the Director and senior management with respect to conditions of service, duties and responsibilities, privileges and immunities and entitlements under the Staff Rules and Regulations; BUDGET AND FINANCE • Responsible for management of regular budget and Trust Funds; • In close coordination with the Office of Program Planning Budget and Accounts participates in the preparation of the biennium budget for the EOSG under the overall guidance of the Director; • Represents the Office before legislative bodies in the context of budget approval consultation and program performance; • Develops a set of sound policies, procedures, and standards that are consistent with UN policy and practices ensuring proper financial management and budgetary control over expenditures to remain within authorized levels; GENERAL ADMINISTRATION • Responsible for knowledge management, handling of classified and non classified information; ensuring in-depth review of Secretary General's internal and external correspondences including Secretary-General's reports to the General Assembly, Economic and Social Council and Security Council; • Manages staff of the Unit and prepares performance reports and medium-term plans for the staff; • Develops and trains staff under his/her supervision; fostering teamwork, enabling environment for gender parity and communication among staff in the EOSG and across organizational boundaries; • Ensures efficient and effective business processes and information flow within the Office; • Reviews and contributes to a variety of correspondence.

## **Competencies**

**Professionalism:** Ability to provide advice on United Nations administrative and management policies, financial rules and regulations, staff rules related to the selection and recruitment of staff as well as the terms and conditions of service. Broad knowledge of recent Organizational initiatives i.e. Umoja, Mobility, Global Service Delivery, Gender Equality Strategy, International Civil Service Commission compensation package and other reform agenda. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Provides leadership and takes responsibility for incorporating gender perspectives 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. **Teamwork:**

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. **Building Trust:** Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately. **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

## **Education**

Advanced university degree (Master's degree or equivalent degree) in business or public administration, finance, accounting, international economics, law, human resources administration or related fields is required. A first-level university degree in the above specializations, in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Work Experience**

A minimum of fifteen years of progressively responsible experience in administrative services, budget, finance, human resources management or related field, of which a minimum of 10 years in an international environment is required. Experience in managing large, multicultural teams is required. Experience in implementing United Nations personnel, financial and administrative policies and procedures is required. Experience in preparing and implementing results-based budgets is required. Experiencing defending a budget in legislative bodies is desirable. Experience in using organizational and financial management, as well as travel modules of an enterprise resource system (ERP) system is required (SAP desirable). Experience in using e-staffing management tools such as Inspira and HR Insight is desirable.

## **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage. The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on *inspira*. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

## **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.