

Posting Title : Chief of Scheduling and Travel, D1, D1  
Job Code Title : CHIEF OF PROTOCOL  
Department/ Office : Executive Office of the Secretary-General  
Location : NEW YORK  
Posting Period : 23 December 2016-13 January 2017  
Job Opening number : 16-PCL-EOSG-72114-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**

This position is located in the EOSG. The Chief of Scheduling and Travel reports directly to the Chef de Cabinet.

### **Responsibilities**

Within delegated authority, the Chief will be responsible for the following: •Directs and manages the Scheduling and Travel Unit as well as oversees requests for meetings and travel for the Secretary-General;•Provides preliminary view on requests based on knowledge of priorities on the Secretary-General's agenda as well as topical issues that would require the Secretary-General's continued engagement and past practices;•Consults with substantive departments or organizers/sponsors of events/meetings to obtain advice or necessary

additional information in order to make a recommendation as to what should be considered for the Secretary-General's programme;•Directs the planning and preparation of the Secretary-General's travel in consultation with relevant offices and departments as well as ensure timely delivery and quality control of Briefing Material for the Secretary-General by lead Departments and Offices;•Oversees the interaction with host Governments/institutions and other host entities in order to prepare the Secretary-General's trip as well as any follow-up as a result of the SG trip;•Recruits staff in adherence to the principles of gender parity and geographical balance;•Manages, guides, develops and trains staff under his/her supervision; fostering teamwork, enabling environment for gender equality and open communication among staff in the Scheduling and Travel Unit and across organizational boundaries.

### **Competencies**

**Professionalism:** Proven expertise and experience in planning high level missions and meetings. Good knowledge of protocols and security requirements and ability to plan ahead and quickly adjust programs. Good understanding of multicultural and gender requirements and ability to apply UN rules, regulations, policies and guidelines in work situations. 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. 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. **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. **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments. Adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently. **Leadership:** Serves as a role model that other people want to follow: empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvements. Does not accept the status quo. Shows the courage to take unpopular stands. 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. **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 international affairs, social affairs 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 international affairs with a minimum 10 years of proven experience in protocol is required. Experience in working directly with high-level officials in Government, the UN system or private sector is required. Experience supervising a large multicultural office is required.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and French is required; and knowledge of Spanish 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.