

Posting Title : Director of Office/Management Reform, D2, D2

Job Code Title : DIRECTOR, ADMINISTRATION

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-72149-D-NEW YORK

Staffing Exercise : N/A

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

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 following position is located in the Office of the Chef de Cabinet in the EOSG and reports directly to the Chef de Cabinet.

Responsibilities

Within delegated authority, the Director of Office/Management Reform will be responsible for the following duties:

- Directs and manages the Office of the Chef de Cabinet and is the responsible officer for the management reform;
- Develops an action plan for implementation and monitoring of management reform processes and policies as envisioned by the Secretary-General;
- Provides substantive support and advice to Chef de Cabinet with respect to entire range of administrative and management reform issues, including staff consultation

mechanisms, ethics, conduct and accountability issues;•Develops broad directives for approval by the Chef de Cabinet and the Secretary-General directed to the Department of Management or any other departments/offices away from headquarters responsible for implementation and of various management reforms;•Reviews and analyzes all documents related to management reform, and prepares background papers on reform for the Chief Executive Board, provides secretarial support to the Secretary-General's Strategic and High Level Committees;•Coordinates and oversees the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, Committee for Programme Coordination, Economic and Social Council, the General Assembly and other policy-making organs, as appropriate;•Manages, guides, develops and trains staff under his/her supervision; fosters teamwork, an enabling environment for gender equality and open communication among staff in the Management and Administration Unit and across organizational boundaries;•Performs other related duties as requested by the Chef de Cabinet.

Competencies

Professionalism: Substantive knowledge of key programme and management issues in the United Nations Secretariat (including management reform issues such as Umoja, Mobility or Global Service Delivery). Demonstrated ability to engage swiftly with the heads of the relevant Secretariat's Departments, UN Agencies, Funds and Programmes as well as other stakeholders. Capable of producing analytical reports and papers on management issues and UN reform. Very good knowledge and understanding of UN rules, regulations, policies, guidelines, financial and budgetary framework as well as existing UN and intergovernmental bodies and mechanisms. Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter (including thorough knowledge of the practices and procedures of the Organization); 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.**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.**Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and

reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly. 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 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, law, social sciences or related field 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

Over fifteen years of progressively responsible experience in human resources management, administration, programme planning, logistics, financial management, budget or related field is required. Of these, at least 10 years of work experience at the senior management level in an international organization is required. Experience in successfully managing large, multicultural teams is required. Experience in implementing change management and/or administrative reform in a large, international organization is required. Prior experience with managing the implementation of UN reform initiatives (such as Umoja, Mobility or Global Service Delivery) 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.