

Posting Title : Chief of Senior Appointments, D1, D1
Job Code Title : CHIEF OF SERVICE, HUMAN RESOURCES
MANAGEMENT
Department/ Office : Executive Office of the Secretary-General
Location : NEW YORK
Posting Period : 23 December 2016-13 January 2017
Job Opening number : 16-HRE-EOSG-72152-R-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

This position is located within the Executive Office of the Secretary-General (EOSG). The Chief of Senior Appointments reports directly to the Chef de Cabinet and works in close collaboration with various departments who initiate the selection process for the senior appointments at the HQ, offices away from Headquarters, Field Missions, UN agencies, funds and programs and any other offices involved in the process of selection and recruitment of UN senior officials.

Responsibilities

Within delegated authority, the Chief of Senior Appointments will be responsible for the following duties: • Planning, preparation, coordination and management of all actions required

for the senior leadership selection and appointment process• Preparation of detailed information for the perusal of the Secretary-General and Chef de Cabinet regarding all potential candidates highlighting issues related to their eligibility and suitability for selection• Succession planning and forecasting through prompt administrative actions and continuous monitoring until completion of on boarding process• Ensures that the recruitment process of senior leadership is undertaken in adherence to the principles of gender parity and geographical balance• Identifies potential issues of high sensitivity and complexity in relation to high level appointments• Liaises as appropriate with Member states, Heads of Departments, and other senior managers• Facilitates obtaining approval from the current employers including Member States Governments, when necessary• Prepares and maintains records to demonstrate that there was no prejudice, improper motive or mistake of fact or procedure that could have prevented full and fair consideration for selection to a senior leadership position• Guides, develops and trains staff under his/her supervision; fostering teamwork, enabling environment for gender equality and open communication among staff in the EOSG and across organizational boundaries

Competencies

PROFESSIONALISM: - Demonstrates professional competence and mastery of senior leadership appointment policies and procedures. - Proven ability to provide seasoned advice and recommendations on complex, politically sensitive and very senior staffing issues. - A broad understanding of a range of human resources and administrative issues. - Ability to apply UN rules, regulations, policies and guidelines in work situations and prepare reports or rationale with respect to key administrative decisions. -Ability to identify issues, analyze and formulate opinions, make conclusions and recommendations on complex human resources and administrative issues. - Ability to advise senior officials and to defend administrative decisions. - Shows pride in work and in achievements. - Demonstrates professional competence and mastery of subject matter. - Demonstrates effective interpersonal skills, as well as strong strategic planning skills and vision. - 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.**COMMUNICATION:** - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately. - Asks questions to clarify, and exhibits interest in having two-way communication. - Tailors language, tone, style and format to match audience. - Demonstrates openness in sharing information and keeping people informed.**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.**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, law, political science, 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, human resources management, political or related field, of which a minimum of ten years advising at an executive or highest level is required. Ten years of experience working in multicultural environments is required. Experience working with United Nations or governmental personnel and administrative policies and procedures is required. Field experience is required. Experience working with the United Nations legislative machinery is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in both English and French is required; knowledge of Spanish is highly desirable. Knowledge of another UN official language is desirable.

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.