



UNITED NATIONS WOMEN JOB DESCRIPTION

I. Post Information

Post Title: Assistant Secretary-General (ASG)
Deputy Executive Director – Intergovernmental
Support and Strategic Partnership
Post Number:
Organizational Unit: UN Women, New York
Supervisor/ Grade: Executive Director
Post Status: (*non-Rotational*)
Source of Funding:

Current Grade:
Proposed Grade:
Approved Grade: ASG
Post Classified by:
Classification Approved by:

II. Organizational Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the centre of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world in line with Agenda 2030 for Sustainable Development, the Sustainable Development Goals (SDGs) and Beijing +20. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

The Bureau provides the inter-governmental bodies with the timely, high quality and relevant substantive support and inputs they need for successful deliberations related to gender equality and the empowerment of women. This includes supporting the work of the main bodies of the UN (GA/ECOSOC/Security Council, Functional Committees etc), organizing and supporting the meetings of the Commission on the Status of Women (CSW) and organizing and supporting the meetings of the UN Women Executive Board.

The Bureau also leads the efforts to develop and oversee the implementation of the strategy for UN Women's role to "lead, coordinate and promote the accountability of the United Nations system in its work on gender equality and the empowerment of women" at Global, regional and Country level. The Bureau leads the work to develop, and implement UNW's strategy for interaction with External Partners, including for advocacy, communications and for mobilization of support both in terms of political will, and financial resources, using effective partnerships with multi-lateral organizations and the staff work together in close collaboration with the staff in the rest of UNW. Civil society, as well as with the media and private sector.

The Assistant Secretary General reports to the Executive Director of UN Women who provides overall strategic direction and guidance and is responsible for leading and directing UN Women's initiatives related to Agenda 2030, Sustainable Development Goals, Beijing +20 and UN reform through the planning, management and oversight of all services provided by the Intergovernmental Support and Strategic Partnership Bureau of UN Women to Member States, intergovernmental bodies, in particular the UN General Assembly, ECOSOC/CSW and UN Women Executive Board Secretariat; for UN System coordination, policy support and guidance; and for building and enhancing strategic partnerships, resource mobilization, and engagement with Civil Society.

III. Functions / Key Results Expected

Summary of key functions:

1. Leadership and management of the Bureau.
2. Support to Inter-Governmental Bodies.
3. Leadership of the UN Women Coordination Function.
4. Leadership of UN Women's strategies in External Relations.
5. Deputy function and advisory support to the Executive Director.

1. Leadership and management of the Bureau

- Develop the strategy for the Bureau, lead and oversee implementation, in line with Agenda 2030, the Sustainable Development Goals, and the UN reform
- Establish work plans and through the Directors, set, objects, performance measurements, standards and expected results;
- Coordinate and/or set guidelines and policies for the Bureau's operations and services;
- Provide intellectual leadership and strategic guidance to the team and take decisions to ensure delivery of overall results according to goals and accountability framework;
- Maintain a culture of openness that promotes teamwork and empowerment of staff that is conducive to delivering results and performance according to the organizational, personal and professional standards of efficiency, accountability and integrity.

2. Leadership of the UN Women Coordination Function

- Lead and manage the strategy to engage the UN system in gender mainstreaming, working through the established coordination mechanisms;
- Develop, promote and monitor strategies for enhanced accountability in the UN system for gender mainstreaming;
- Promote and monitor gender balance within the UN system staffing;
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- Promote and monitor gender balance within the UN system staffing.

3. Support to Inter-Governmental Bodies

- Lead and manage UN Women's work to support Intergovernmental processes, including providing policy advice to member states and ensuring that gender equality and women's empowerment are reflected appropriately in all intergovernmental processes, through presentation of reports for intergovernmental bodies, preparation of statements, ensuring timely and high-quality reports, coordinating the input of other UN Women staff, and UN system entities;
- Lead and manage UN Women relations with the Executive Board, oversee Secretariat services, manage and coordinate interaction with the Board, represent UN Women at the Board as appropriate. Advise and/or inform the Executive Director of all critical and key issues and overall strategic positioning of UN Women;
- Lead and manage UN Women relations with the Commission on the Status of Women (CSW), develop strategy to link CSW deliberations to the programmatic work of UNW. Oversee interaction with and support to the Bureau, planning and supporting the annual meeting, and relations with Civil Society.

4. External Relations and Resource Mobilization

- Develop, implement and report on UNW's strategy for interaction with External Partners, including for advocacy and communications, and for mobilization of support in terms of political will, using effective partnerships with multi-lateral organizations and civil society;
- Develop resource mobilization strategy using traditional and non-traditional approaches;
- Develop strategy for effective interaction with Civil Society, both at global and country level;
- Represent UN Women as designated by the Executive Director in inter-agency meetings and other UN intergovernmental, and other non-UN intergovernmental bodies and other external private and academic organizations, institutions and academia;
- Participate in regional and national meetings and events to promote and advocate women's issues and/or speak on issues critical to gender equality and women's empowerment, build and enhance strategic partnerships, enhance resource mobilization and outreach, and engage partners and allies.

5. Deputy function and advisory support to the Executive Director

- Provide advice and guidance to the Executive Director on intergovernmental services and collaborations, UN system coordination and leadership, partnership building and resource development and enhancement; and overall strategic and policy issues affecting UN Women and its direction and operations;
- Participate in the UN Women senior management strategic discussions on the development of broad UN Women core issues and vision in support of the UN system and global/national effort to promote gender equality and women's empowerment.

IV. Impact of Results

The ASG has the responsibility to work towards achieving substantive Gender Equality and Women's Empowerment by 2030, by initiating change that will last, including ensuring that initiatives relate to SGD goal 5 and other goals that have a positive impact on the lives of women and girls.

Effective support to key intergovernmental processes can result in much stronger international support to accelerate progress for women, as well as much more national leadership on these issues.

By generating UN system agreement on the design, adoption and use of mechanisms for self-accountability by each entity for its own performance, significantly greater commitment and resources should be mobilized from the UN system.

The establishment of innovative strategic partnerships, including with private sector, could mobilize major new resources, including financial resources to support faster progress for women and girls.

The creative design and effective support of advocacy and outreach initiatives could mobilize people in countries around the world to address the challenges facing women and girls in their own communities.

The strengthening/creation of a workplace that is nurturing, fosters trust and strengthens accountability in management to deliver on UN Women's mandate

V. Competencies

- Excellent substantive knowledge of gender equality and women's empowerment
- Proven commitment to the feminist agenda and demonstrated ability to deliver transformative change
- Excellent knowledge of the 2030 Agenda, Sustainable Development Goals and the UN reforms
- Ability to conceptualize and convey strategic vision from the spectrum of development experience;
- Demonstrated negotiating, cultural sensitivity and diplomatic skills;
- Well-developed people management skills; Excellent interpersonal skills, Team building skills; leadership skills; ability to create an enabling workplace;
- Supportive and interactive leadership style
- Provides information, tools, resources to support work achievement;
- Effectiveness orientation and pro-activity;
- Ability to leverage information technology, executive information systems, management techniques and tools for optimal office performance;
- Ability to build strong working relationships within an international/global operation
- Strong knowledge of the international development system
- Excellent diplomatic and negotiation skills, cultural sensitivity
- Excellent understanding of programming, result based management and providing advisory services

VI. Recruitment Qualifications

Education:	Master's degree or equivalent in development related disciplines economics or public policy or other social science fields. Degree in gender related studies is a significant advantage
Experience:	Over 15 years of extensive development experience that combines intellectual, strategic and managerial leadership in external relations, advocacy and/or resource mobilization, at the international and/or corporate level, preferably in developing countries within the UN system, Agencies, Funds or Programs or UN Mission. <ul style="list-style-type: none"> • Has solid track record of active commitment to gender equality and the empowerment of women, in working with and being of service to women and girls and delivering substantive positive change • Demonstrated ability to deliver transformative change • Demonstrated negotiating, cultural sensitivity and diplomatic skills • Prior experience of programming and results based management • Significant international experience • Extensive in-country experience • Experience building and managing relationships with UN agencies, governments and other aid agencies • Experience managing multi-disciplinary teams of experts across a variety of job functions and creating an enabling environment • Experience working in national government, regional inter-governmental bodies and in regional or global CSO bodies is an asset
Language Requirements:	Written and oral proficiency in English is required. Knowledge of other UN language is desirable.

VII. Signatures- Post Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name / Title	Signature	Date
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Chief Division/Section

Name / Title	Signature	Date
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