Assistant Secretary-General, Office of Central Support Services

Functions of the Office of Central Support Services

The Assistant Secretary-General for the Office of Central Support Services (ASG OCSS) is responsible for all activities of the Office of Central Support Services and its administration and management, as well as the coordination of common services. The ASG reports to the Under-Secretary-General for Management, who in turn reports to the Secretary-General.

The core strategic functions of the Assistant Secretary-General include:

- Providing leadership, direction and advice on matters that relate to the development, implementation, coordination of policies relating to the three organizational entities, namely, the Procurement Division, the Facilities and Commercial Services Division and the Business Continuity Unit.
- Provides the Secretary-General, and senior leadership with advice and support on all matters pertaining to the provision of central support services;
- On matters pertaining to central support services, represents the Secretary-General in dealings with the representatives of Member and Observer States, intergovernmental bodies, international organizations, governmental and non-governmental organizations, and other programmes and organizations of the United Nations system through the United Nations System Chief Executives Board for Coordination and its subsidiary bodies and the media;
- Plans, organizes, directs and monitors the effective and efficient provision of central support services, procurement and contract administration, travel and transportation, facilities management, mail operations, commercial activities services, including the United Nations Postal Administration, the management of the archives and records and business continuity management.
- Formulates the programme plan of the Office and produces the corresponding budget proposals;
- Identifies broad strategies required for the development and implementation of the work of the programme of the Office, ensuring the delivery of client focused solutions;
- Carries out management activities and makes managerial decisions to ensure the effective, efficient and economic operation of the programme.

Priorities of the Position

The United Nations is currently going through a number of Organizational reforms that impact the Global Secretariat. The ASG will be a key change leader to ensure the effective implementation of reforms with appropriate change management, communication & staff engagement. She/he is required to function effectively with staff and stakeholders at many levels and with broadly divergent interests. It is essential that she/he have a solid grasp of the demands faced by a global and highly diverse institution like the United Nations and its specialized agencies. Success will be measured in terms of creating value for the institution and its stakeholders, driving innovation, mitigating risk, and effective cost management.

Ultimate success will depend on the following key components:
Provide leadership – S/he must forge and sustain strong linkages with the senior leadership team to assist them in the development of their strategies, helping to identify other more appropriate approaches to achieve maximum efficiency and effectiveness in their functions. Additionally, s/he must provide a vision that is realistic and achievable, possess the ability to communicate clearly and concisely with a wide variety of stakeholders, and successfully negotiate outcomes that represent the best interests of the entire UN system in the pursuit of its collective mission and individual mandates.

Stakeholder engagement - The ASG must - in a politically astute manner – obtain and prioritize the buy-in required from a diverse group of key stakeholders to accomplish management reforms and achievement of organizational goals and objectives. S/he will focus on building relationships of trust with senior management, Member States, and other key participants, applying his/her skills as a good negotiator and a strong influencer.

Management of large change projects – The ASG will need to drive the challenging (in terms of fundamental structural change, overcoming potential internal resistance/inertia, and short time-lines) new reform projects and those currently underway, to successful completion. A focus on the people and behaviour side of change is essential.

Management of the function – The ASG will effectively recruit, manage, inspire and motivate people and deliver high quality services and programs. S/he will ensure that appropriate planning, communication, and implementation plans are put in place during this time of change as to properly implement the current and future central support services strategies.

Partnerships – S/he must build external and internal alliances, through understanding internal clients’ strategic and operational challenges and sustaining external visibility, representing the UN in global forums and maintaining contacts throughout the global common services community to stay abreast of developments in the UN system, wherever possible adopting private sector best practice if and when appropriate.

Candidate Profile

This is a unique opportunity for a truly experienced senior leader to join the United Nations’ senior management team and help the organization modernize and evolve its delivery of central support services – ensuring that the United Nations can continue to achieve its noble goals in a more effective way. The ideal candidate will possess substantial experience in managing complex and large scale operations at the regional, national or international level, and a deep understanding and commitment to the mission of the United Nations. The candidate will ideally bring a broad, cross-functional perspective and experience, where he or she would have gathered a strong track record in negotiation, change management and ability to build consensus amongst stakeholders.

This is a role for a seasoned professional who brings a strong strategic capability, combined with or executive level experience in managing and implementing central support services reforms, modern initiatives and systems, and managing change in a complex large-scale operation at the international level. High commitment to the values and guiding principles of the United Nations is essential. Familiarity with the United Nations system, including peacekeeping, human rights, humanitarian and development settings and challenges is helpful.

Human rights screening
In accordance with the policy for the nomination of candidates, the Secretariat wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

Individuals who are either nominated by Member States or who seek to serve with the United Nations in any individual capacity will be required, if short-listed, to complete a self-attestation stating that they have not committed, been convicted of, nor prosecuted for, any criminal offence and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

**Conflicts of interest**

Short-listed individuals will also be required to complete the pre-appointment declaration of interests for senior positions to identify possible conflicts of interest that may arise and to proactively prevent and manage, as much as possible and in a timely manner, situations in which personal interests may conflict or appear to conflict with the interests of the United Nations, should the individual be appointed to this position.


In order to ensure a wide pool of candidates for this position, the Secretariat would welcome any applications to supplement the Secretary General’s own search and consultations. The nomination of women candidates is strongly encouraged.

All applications should include the curriculum vitae of the candidates and must be sent to the Secretariat of the United Nations by Thursday, 7 September 2017. Nominations may also be sent to [ousg-dm@un.org](mailto:ousg-dm@un.org) or by fax to +1-212-963-8424.