

Deputy Executive Director for the United Nations Office of Project Services

The Secretariat of the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honour to request the nomination of candidates for the position of Deputy Executive Director at the Assistant Secretary-General level for the United Nations Office of Project Services (UNOPS), based in Copenhagen, Denmark.

The Deputy Executive Director (DED) for UNOPS serves as a role model for the United Nations Values (Inclusion, Integrity, Humility and Humanity) and Behaviours Framework (Connect and Collaborate; Analyse and Plan; Deliver Results with Positive Impact; Learn and Develop; and Adapt and Innovate) and the desired behaviours of the [United Nations System Leadership Framework](#).

The Secretariat welcomes nominations to supplement the Secretary-General's search and consultations and would especially welcome the nomination of women candidates.

Background

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. UNOPS' mission is to help people build better lives and countries achieve sustainable development. UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources. Further information on UNOPS is available on the following website: <https://www.unops.org/>

Nominations must be submitted with an updated CV, to UNOPS at senior.recruitments@unops.org by Monday, 24 October 2022 (midnight New York time).

The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidate 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.

All nominations will be treated with the strictest confidence and short-listed candidates will be contacted directly to undergo an assessment process, reference and background checks, including human rights and conflicts of interest screening.

Duties and Responsibilities

The DED is a senior member of UNOPS management team, working under the leadership of and in close collaboration with the Executive Director and Under-Secretary-General.

In support of UNOPS operations, the DED strategically leads the organization to achieve operational excellence in all core management and resources functions. The portfolio includes the following functions,

Financial and Human Resources management and Administration, Legal, Risk Management, Information Technology Solutions, Procurement, Security, Protection from Sexual Exploitation and Sexual Abuse and Harassment (PSEAH) and organizational Change and Culture initiatives.

The DED proactively engages in UNOPS strategic direction to implement Agenda 2030 and the achievement of all 17 Sustainable Development Goals. UNOPS is committed to, and proactively and substantively supports, the United Nations Secretary-General's reform agenda to improve the delivery of mandates in the areas of Sustainable Development, Management, Peace, and Security. The DED provides strategic leadership and advice to the Executive Director and, as applicable, leads UNOPS internal activities to ensure operational alignment with the SDGs and the United Nations reform streams.

Functional Responsibilities

- (1) Strategic advisory and organizational vision
- (2) Leadership in Management Services including Finance, Human Resources, Legal, Information Technology, Procurement, Security Coordination
- (3) Representation and Collaboration
- (4) People Leadership
- (5) Act as UNOPS senior focal point for PSEAH.

Skills and Expertise

The Secretary-General is seeking an individual with:

- at least 15 years of progressively responsible and diverse experience in management at large international organizations;
- proven extensive leadership experience in a self-financing business environment is required;
- demonstrated experience in transformational leadership is required;
- demonstrated experience in senior stakeholder management in international and complex political contexts is required; and
- advanced university degree (Master's degree or equivalent), preferably in management or business administration, business finance or related areas; a first level university degree with relevant combination of academic qualifications.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English is required. A working knowledge of another United Nations official language will be an advantage.

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 screening

All United Nations staff members are expected to uphold the highest standards of efficiency, competence and integrity. Senior leaders in particular have the responsibility to serve as role models in upholding the organization's ethical standards.

A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of his/her official duties and responsibilities, or call into question his/her integrity, independence and impartiality. Risk for conflicts of interest may arise from a staff member's engagement in outside (non-UN) employment or occupation; outside activities, including political activities; receipt of gifts, honours, awards, favours or remuneration from external (non-UN) sources; or personal investment. In particular, no staff member shall accept any honour, decoration, favour, gift, or remuneration from any Government (staff regulation 1.2 (j)).

Where a real or perceived conflict of interest does arise, senior leaders are obligated to disclose this to the organization without delay. In order to avoid real or perceived family influence or preferential treatment and conflicts of interest that could stem from such situations, the UN Staff Rules provide that appointments "shall not be granted to anyone who is the father, mother, son, daughter, brother or sister of a staff member" (staff rule 4.7 (a)).

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.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.

15 August 2022