

Reference: DGACM/OUSG/03/2019

**Nomination of candidates for the position of Assistant Secretary-General
for General Assembly and Conference Management**

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 Assistant Secretary-General for General Assembly and Conference Management based at United Nations Headquarters in New York.

According to Section 4 of ST/SGB/2005/9 of 2 May 2005 on the organization of the Department for General Assembly and Conference Management (DGACM), the Assistant Secretary-General and Deputy to the Under-Secretary-General for General Assembly and Conference Management is accountable to the Under-Secretary-General and has the following functions:

- (a) Assisting the Under-Secretary-General as Deputy in the performance of her/his functions, including by assuming responsibility for all operational activities of the Department;
- (b) Acting as the Officer-in-Charge of the Department in the absence of the Under-Secretary-General.

Under the guidance of the Under-Secretary-General the functions include:

- Overseeing operational day-to-day and long-term activities focusing on the organisation of meetings, documentation and meetings chains, and coordinating with the conference management units of other duty stations through system coordination and synchronization;
- Providing strategic advice and guidance on operational issues as well as policy matters relating to conference servicing, as well as assisting in the ongoing reform and implementation of change management of conference management;
- Giving direction to IT applications and integration in conference management;
- Overseeing the strategic planning sessions for Departmental participation in the Committee on Conferences, the Advisory Committee on Administrative and Budgetary Questions, the Committee on Programme Coordination, and the Fifth Committee as it relates to conference servicing and its related programme and budget; and
- Supporting the Under-Secretary-General in ensuring policy coherence within the Department and in the implementation of the decentralised delegated authority framework between the Under-Secretary-General and the Directors-General in Geneva, Vienna and Nairobi.



Further information on DGACM is available in ST/SGB/2005/9 and on the following website: <http://www.un.org/Depts/DGACM/>.

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

Nominations must include a detailed curriculum vitae of the candidate with full contact information (e-mail and telephone). 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.

Nominations must be sent to the Secretariat of the United Nations at the following e-mail address: dgacm@un.org by Monday, 15 July 2019.

The Secretary-General is seeking an individual with:

- A minimum of twenty years of experience in the field of management, administration and/or conference management in international organizations, combined with extensive and demonstrated experience and knowledge in providing direction and leadership in intergovernmental processes and bodies;
- Experience in change management, with demonstrated leadership, strategic vision and ability to build consensus amongst stakeholders and staff, including managerial responsibility for large, multi-disciplinary and multi-cultural teams;
- Comprehensive knowledge of multilateral intergovernmental processes;
- A firm commitment to the goals and values of the United Nations;
- Impeccable personal and professional integrity;
- A good understanding of the United Nations system policies and procedures.

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

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 to the United Nations the assurances of its highest consideration.

17 June 2019