



*Empowered lives.  
Resilient nations.*

The Executive Office of the Administrator of the United Nations Development Programme 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 Under Secretary-General and Associate Administrator, United Nations Development Programme (UNDP).

UNDP works in nearly 170 countries and territories. Anchored in the 2030 Agenda for Sustainable Development and committed to the principles of universality, equality and leaving no one behind, UNDP's priorities are set in its Strategic Plan (2018-2021), aiming to help countries achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shocks. The Strategic Plan sets out a vision for the evolution of UNDP over the next four years, responding to a changing development landscape and the evolving needs of our partners.

The Associate Administrator and UN Under Secretary General reports to and supports the UNDP Administrator in the discharge of his/her responsibilities. Within the overall strategic direction set by the Administrator, the Associate Administrator will be expected to provide leadership within the organization and will be delegated the relevant authorities in the following areas:

- Ensuring the effective implementation of the Strategic Plan of UNDP and monitoring key aspects of the organizational performance. In particular, the Associate Administrator will be responsible for overseeing the implementation of key aspects of the operational programme of UNDP, and ensuring the organization's institutional and operational effectiveness;
- Overseeing the use of resources of the organization, ensuring they are being used effectively towards the results identified in the strategic plan and identifying major existing or emerging resource related challenges in the organization;

- Overseeing the implementation of approved audit and evaluation policies and recommendations;
- Overseeing the implementation and operationalization of Executive Board programmes of UNCF, UNSSC and INV;
- Advising the Administrator on substantive matters and in the organisation's strategic planning and the development of management tools and instruments to enhance the performance of UNDP in its overall mission;
- Assisting the Administrator in developing and facilitating consultations with Governments;
- Representing the organisation in the UN Sustainable Development Group and relevant inter-agency as well as UN development system reform related processes and committees, as delegated by the Administrator;
- Representing the organisation where required and assisting in the establishment and development of key partnerships;
- Ensuring effective security and safety management throughout UNDP.

The Associate Administrator is a member of UNDP's Executive Group and contributes to shaping and monitoring overall corporate strategic directions.

Further information on UNDP is available on the following website: <http://www.undp.org/>

**In order to ensure a wide pool of candidates for this position, any nominations to supplement UNDP's own search and consultations will be highly welcome. The Administrator would especially welcome nominations of women candidates.**

**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.**

All nominations must be received by **14 June 2019**. Nominations may be sent to the following e-mail address: [exo.cos@undp.org](mailto:exo.cos@undp.org)

In soliciting nominations for this position, the Office of the UNDP Administrator is seeking an individual with the following profile:

- Demonstrated extensive knowledge and experience of sustainable development issues, working in partnership with national and international actors to create opportunities and solutions to development challenges;
- Demonstrated leadership and proven skills in managing complex organizations (such as an intergovernmental, international non-governmental or multinational private sector entities);
- Extensive experience in operational management at senior corporate level and exposure to, knowledge of managing complex and evolving organizations and the ability to oversee the effective use of the organization's financial and human resources;
- Proven ability to ensure the effective implementation of and compliance with agreed policies and practices, including with principles of transparency and accountability in the work of the organization;
- Strong diplomatic and political skills and impeccable personal and professional integrity;
- A solid understanding of the United Nations system and mechanisms.

The Secretary-General is seeking an individual who:

- Champions the organization's vision and goals; ability to identify key strategic issues, opportunities and risks and create organizational strategies to achieve identified goals; demonstrated capacity in overseeing the analysis of and response to complex development issues; demonstrated capacity to steer and implement change in complex environments and position the organization to identify opportunities and minimize threats.
- Experience in building organizational capability and responsiveness and driving a high-performance culture; ability to track Organizational performance and achievement of results, anticipate risks and address them; demonstrated experience in identifying opportunities to improve organizational efficiency and effectiveness and drive

continuous improvement; track record of nurturing and supporting talent and organizational succession planning; strong political acumen and strategic focus.

- Capacity to communicate broad and compelling Organizational direction internally and externally; engage staff and stakeholders in understanding the links between the Organization's strategy and goals; capacity to communicate clearly on development challenges and solutions and UNDP's contribution to results; demonstrated capacity to negotiate persuasively to achieve outcomes; capacity to represent the organization effectively in international fora.
- Demonstrated capacity to build and sustain productive relationships and networks with internal and external stakeholders; strong capacity to facilitate stakeholder engagement and establish whole-of-organization approaches to address issues; ability to identify client needs and identify appropriate solutions; strong interpersonal skills demonstrated by the ability to lead and gain the cooperation of others in a team endeavor; ability to build trust through operating with transparency and creating an open and positive environment.
- Sound judgment and ability to make effective, well-informed and timely decisions to achieve desired outcomes and follow through to ensure strategies are implemented; fosters culture of accountability; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; a strong commitment to gender equity; demonstrated resilience and persistence towards achieving organizational objectives.

### *Human rights screening*

In accordance with the policy for the nomination of candidates, the Office of the UNDP Administrator 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 Executive Office of the Administrator of the United Nations Development Programme avails itself of this opportunity to renew to all Permanent Missions to the United Nations in New York the assurances of its highest consideration.

New York, 13 May 2019

To all Permanent Missions to the United Nations  
New York, NY