



The United Nations Populations Fund (UNFPA) 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 (Management) at the Assistant Secretary-General level. The position is based in the Office of the Executive Director, located in UNFPA Headquarters New York.

The United Nations Populations Fund is the United Nations sexual and reproductive health agency, working to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.

The Deputy Executive Director, Management is accountable to the Executive Director. Further information on UNFPA is available on the following website: <https://www.unfpa.org/>

In order to ensure a wide pool of candidates for this position, the United Nations Populations Fund would welcome any nominations to supplement the Executive Director'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 United Nations Populations Fund at the following e-mail address: dedmrecruitment@unfpa.org by 28th February 5pm GMT.

Human rights screening

In accordance with the policy for the nomination of candidates, the United Nations Populations Fund 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 Populations Fund 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 Populations Fund 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 United Nations Populations Fund avails itself of this opportunity to renew to the Permanent Missions of Member States and Non-Member States to the United Nations the assurances of its highest consideration.