

HEAD OF CEB SECRETARIAT/GENEVA - SECRETARY, HLCM (D-1)

DEADLINE FOR APPLICATION: 14 March 2008
APPLICATION TO: Director of CEB Secretariat
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UN System Core Values: Integrity, Professionalism, Respect for Diversity

Organizational Setting and Reporting Relationships:

The Secretariat of the United Nations system Chief Executives Board (CEB) is an inter-agency entity responsible for supporting the work of the Board which is chaired by the UN Secretary-General and is composed of the Executives Heads of the organizations of the UN system, and that of its High Level Committees on Programmes and Management. The CEB Secretariat is co-located in New York and Geneva. The Head of the Geneva office will report to the Director of the CEB secretariat, who is based in New York.

Accountabilities:

Under the overall authority of the Director, CEB Secretariat, the staff member will direct and supervise the Geneva office, which has the main responsibility for supporting inter-agency collaboration and coordination in the field of management. The incumbent will be responsible for:

- acting as Secretary of the High-Level Committee on Management, organizing all its sessions, including overseeing the preparation of the relevant documentation;
- developing and managing the office's budget;
- supervising three Professional and three General Service staff members;
- identifying major initiatives and defining problems of inter-agency concern in the management area that could be addressed by HLCM and its networks;
- preparing the documentation and position papers to enable HLCM to address these initiatives;
- overseeing and coordinating the preparation of studies, position papers and reports on human resources, budgetary, financial, information & telecommunications technology and other administrative and management matters for consideration by HLCM, its networks and ad-hoc working groups;
- coordinating with members of HLCM, generally the most senior official responsible for management issues in organizations of the UN system, and, on request, provide strategic advice on matters relevant to the work of HLCM;
- liaising and coordinating with staff federations, their positions on management issues, as well as their participation in HLCM and CEB sessions;
- representing organizations of the UN common system at meetings of inter-organizational and intergovernmental bodies in the management area as and when required;
- leading initiatives to develop communities of interest/practice and partnerships in managerial areas within the UN system and, where appropriate, with other international organizations, academic institutions and other global employers.

Work implies frequent interaction with the following:

Office of the Deputy Secretary-General; Chairpersons of HLCM and HLCP; Secretary of CEB; senior management officers of member organizations; Chairman of ICSC; senior representatives of staff councils/associations; Inspectors of the Joint Inspections Unit; members of the Advisory Committee on Administrative and Budgetary Questions and of the Committee for Programme Coordination.

Results expected:

Improved inter-agency cooperation in administrative and management areas through effective support to HLCM; enhanced coherence and coordination in the follow-up to intergovernmental decisions; enhanced efficiency and cost-effectiveness of organizations of the system in the administrative and management areas; increased information and knowledge sharing within the UN system through electronic networking, the CEB website and related databases.

Competencies:

- **Professionalism** – Expert knowledge in management and administration. Broad and general knowledge of human resources management, financial and budgetary, and Information and Communications Technology (ICT) issues, including in policy decisions. Capacity for translating broad strategic and policy guidance from CEB into pragmatic and results-oriented approaches to inter-agency cooperation; ability to synthesize and steer varying views and interests of organizations of the system towards common solutions; good understanding of the broader political, economic and social climate within which the organizations of the UN system operate and of the principles, policies and practices governing inter-agency collaboration and cooperation;
- **Leadership** – Ability to identify key strategic and policy issues of system-wide importance; capacity to analyze and approach issues in a holistic and integrated manner; pragmatic and results-oriented approach to inter-agency coordination; excellent diplomatic and negotiating skills;
- **Judgment/Decision-making** – Mature judgment and tact especially in dealing with sensitive issues and initiative, imagination and resourcefulness. Proven ability to provide strategic direction, to plan and establish priorities, and to ensure effective work structures to maximize productivity and achieve goals;
- **Communication** – Excellent drafting ability and communication skills, both oral and written. Ability to formulate and defend positions, assess divergent views objectively and reach solutions without compromising key objectives; Ability to communicate effectively in English (spoken and written) in accurately reflecting and communicating the decisions and common conclusions of CEB and its high-level committees;
- **Creativity** – Ability to innovate, identify and apply cost-effective and efficient approaches to providing substantive and secretariat support services to CEB and its high-level committees; ability to respond to change, adjust approach to new circumstances and produce creative solutions;
- **Client orientation** – Ability to inspire confidence as an effective and fair negotiator or mediator; contribution towards fostering a greater sense of ownership, partnership, participation and involvement among CEB members as well as among the members of its High-Level committees; ability to respond in a timely and appropriate manner to requests from member-states as well as issues raised by members of CEB, its high-level committees and their designated focal points;
- **Teamwork** – Good interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds. Ability to operate and forge effective working relationships across organizational boundaries; Ability to provide motivation, involvement and harmonious working relationships and team work on the part of the staff of the secretariat.

Qualifications:

Education: Advanced university degree in management or related field.

Experience: Progressively responsible experience in management, including exposure to both Headquarters and field-oriented organizations. Experience in coordination activities in the management area, including human resources, finance and budget and ICT.

Language: English and French are the working languages of the CEB Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in French is highly desirable.