

## **Vacancy Announcement—Internal/External**

**VACANCY ANNOUNCEMENT NUMBER**  
**DEADLINE FOR APPLICATIONS**  
**POST TITLE AND LEVEL**  
**POST NUMBER**  
**DUTY STATION**  
**ORGANIZATIONAL UNIT**

CCD/10/P/INT&EXT/01  
1 April 2010 (This deadline takes into account amendments made in the Evaluation Criteria)  
Deputy Executive Secretary, D-1  
507595 (UXA-6016-2710-301)  
BONN, GERMANY  
SECRETARIAT OF THE UNITED NATIONS  
CONVENTION TO COMBAT  
DESERTIFICATION (UNCCD)  
USD 137,021

**INDICATIVE MINIMUM GROSS ANNUAL  
REMUNERATION**

### **INTERNATIONAL RECRUITMENT** **APPOINTMENT LIMITED TO SERVICE WITH UNCCD**

The objective of this Convention is to combat desertification and mitigate the effects of drought in countries experiencing serious drought and/or desertification around the world, particularly in Africa, through effective action at all levels, supported by international cooperation and partnership arrangements, in the framework of an integrated approach which is consistent with Agenda 21, with a view to contributing to the achievement of sustainable development in affected areas.

The functions of the secretariat are, among others, to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies. In addition the secretariat also provides assistance to Parties in implementing the Convention.

In accordance with the decisions adopted by the Conference of the Parties and its subsidiary bodies, the Executive Direction and Management Unit (EDM) defines the strategic planning and provides the policy guidance to the units of the secretariat that is necessary to the effective discharge of their missions.

EDM also organizes internal management processes and ensures an adequate information flow within and through the secretariat. It manages the mobilization of resources, analyses emerging policy issues, coordinates the representation of the secretariat at external meetings and related UNCCD events and ensures that appropriate follow-up actions are taken with the aim to promote the Convention's objectives and facilitate the UNCCD implementation process.

EDM further provides support and advice to the COP, its subsidiary bodies and the respective Bureaus. It coordinates working relationships with various counterparts, including Parties, United Nations bodies and other international, intergovernmental and non-governmental organizations.

### **DUTIES AND RESPONSIBILITIES**

Under the general guidance of, and in close cooperation with the Executive Secretary, the incumbent oversees to the work of the Secretariat, and specially;

1. Advises and assists the Executive Secretary in the management of the Secretariat, in his resources mobilization efforts, his representation functions and the overall administration of resources, in order to ensure the Secretariat's delivery under 10 Year UNCCD Strategy; chairs weekly management meetings in the absence of the Executive Secretary;
2. Assist in high level advocacy, coalition building and the establishment of a global framework for the UNCCD, represents and speaks on behalf of the Secretariat at meetings of other international organizations, agencies and bodies, on matters to the Convention and its implementation;
3. Acts as a Secretary of the COP and ensures, coordinates the servicing to the COP and its subsidiary bodies; advises the COP and its subsidiary bodies, and Bureau thereof, on matters relating to the Convention and its implementation;
4. Advises the Executive Secretary on programme budget, and coordinates the preparation of the programme budget; provides guidance to the Chief of Administration on behalf of the Executive Secretary in the overall management of the Secretariat;
5. Advises on issues relating to, coordinates, undertakes, fundraising for supplementary funds; initiates contacts with the officials of fundraising agencies and governments, and ensures follow-up;
6. Undertakes any other assignments, as required by management.

### **REQUIREMENTS**

- Advanced University Degree in law, management studies, social or environmental sciences. A first-level university degree in combination with qualifying experience may be accepted in lieu advanced university degree.
- About fifteen (15) years progressively responsible experience in development, environment and multilateral diplomacy,

of which at least 5 years in an international environment.

- Management experience in, and familiarity with United Nations system and procedures are particularly desirable.
- Good organizational skills, ability to work under pressure and respecting deadline.
- Good interpersonal skills and ability to work in a multi-cultural environment, with diplomacy and discretion, particularly at the highest diplomatic levels.
- Fluency in oral and written English and French essential. Knowledge of another United Nations official language is an advantage.

## **EVALUATION CRITERIA**

### **Professionalism:**

- Knowledge of international cooperation and policies relating to environment, rural development, agricultural development and/or sustainable land management;
- Demonstrates ability to results-based management and budgeting at the corporate level, as well as to applying related concepts and approaches in individual units;
- Shows ability to translating concepts and approaches into information for various audiences through supervising the production, and producing, written and other types of materials;
- Is conscientious and efficient in meeting commitments, observing deadlines and achieving results;
- Shows persistence when faced with difficult problems or challenges;
- Remains calm in stressful situations.

### **Communication:**

- Speaks and writes clearly and effectively;
- Listens to others, correctly interprets messages from others and responds appropriately;
- Asks questions to clarify, and exhibits interest in having two-way communication;
- Tailors language, tone, style and format to match audience;
- Demonstrates openness in sharing information and keeping people informed.

### **Client Orientation:**

- Demonstrated ability to assess complex user information requirements and develop systems, processes and applications to address business needs.

### **Technological awareness:**

- Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

### **Planning and Organizing:**

- Ability to coordinate the work of others, to work to tight deadlines, and handle multiple concurrent projects and activities.

### **Teamwork:**

- Excellent interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

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All applicants are requested to complete a United Nations Personal History form (P.11) form available online at <http://www.unccd.int/secretariat/vacancies/vacancies.php> or at your local UN Office.

UN staff members must be at least at the P-5 level in their present positions to apply for this position, and about 15 years relevant work experience.

Interested UN staff members at the level of the post or one level below should attach their last two up-to-date PASs. Provision of the PAS is the responsibility of the applicant. Due to the volume of applications all internal candidates and only those external candidates under serious consideration will be acknowledged.

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED as per ST/AI/1999/8.**

All applications should be sent to: VA CCD/10/P/INT&EXT/01, Attention: Recruitment, UNCCD, P.O. Box 260129, D-53153 Bonn, Germany, Telefax: + 49 228 815 2895 or by e-mail to [staffing@unccd.int](mailto:staffing@unccd.int). No telephone calls will be returned. Please address your application as indicated above and please do not address your application to or copy it to an individual at the secretariat.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs (Charter of the United Nations – Chapter 3, article 8).

The Executive Secretary reserves the right to appoint a candidate at one level below the advertised level of the post.

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**PLEASE INDICATE THE VACANCY ANNOUNCEMENT NUMBER ON THE ENVELOPE OR THE FAX, AND ON THE APPLICATION.**

**Date of issuance:**

**18 January 2010**