



Vacancy Announcement—Internal/External

VACANCY NUMBER	CCD/20/P/INT&EXT/01
DEADLINE FOR APPLICATIONS	07 June 2020
POST TITLE AND LEVEL	Deputy Executive Secretary, D-2
DURATION	Fixed term appointment, initially one year with possibility of extension
DUTY STATION	Bonn, Germany
ORGANIZATIONAL UNIT	Executive Direction and Management
INDICATIVE NET ANNUAL SALARY	USD 111,502 + variable post adjustment, currently 27.5% of net salary and other UN benefits

INTERNATIONAL RECRUITMENT APPOINTMENT LIMITED TO SERVICE WITH UNCCD

Background

The objective of the Convention is to combat desertification and mitigate the effects of drought in countries experiencing serious drought and/or desertification, 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 Deputy Executive Secretary advises and assists the Executive Secretary in the overall management of the secretariat and in the policy planning and coordination and direction of strategic plans and work programmes including the scientific aspects; prepares reports on cross- secretariat and multi-programme matters and on the implementation of the Convention; ensures and coordinates the substantive servicing of the Conference of the Parties (COP) and its subsidiary bodies; advises on, initiates and coordinates fundraising activities.

Responsibilities

Under the general guidance of, and in close cooperation with, the Executive Secretary, the incumbent will be responsible for the following:

1. Oversees the management of the secretariat's substantive work in addressing desertification, land degradation and drought, especially in the follow-up to the sustainable development goals (SDGs) and the post-2015 development agenda;
2. Supports the Executive Secretary in the planning, coordination and management of the secretariat's programme of work in order to ensure delivery of and resource mobilization efforts for the two-year work programme and the comprehensive multi-year work plan of the secretariat;
3. Contributes to the formulation of the Convention's substantive strategies and policies by participating in various committees, preparing documents on policy issues, and acting, as required, as an advisor to the Executive Secretary.



4. Advises the Executive Secretary on, and acts as the secretary to, the COP and ensures and coordinate the substantive servicing to the COP and its subsidiary bodies; and Bureau thereof, on matters relating to the Convention and its implementation; supervises the service delivery to Parties and quality control in the context of the global mechanism; prepares reports to the COP on the implementation of the Convention as requested by the COP; supervises and coordinates the knowledge information management system. Advises on the integrated implementation of the UNCCD on the servicing/ consistency of programmes of the Committee for the Review of the Implementation of the Convention and Committee on Science and Technology and provides related policy guidance, including scientific policy, in the context of the comprehensive multi-year work plan, drafts reports and documents on, in particular, policy, organizational and institutional issues, on behalf of, or for, the Executive Secretary;
5. Ensures that the outputs produced by Convention maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the programmes under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates;
6. Advises the Executive Secretary in the results-based management of the secretariat and in the planning, coordination and monitoring of strategic plans, programmes of work, and coordination/supervision of the administration of programme resources under his/her supervision.
7. Coordinates the preparation of the programme budget and provide guidance to the Coordinator of Administrative Services; chairs Management Team meetings as delegated by the Executive Secretary;
8. Provides leadership to the development of innovative and/or change management programmes.
9. Assists in high level advocacy, represents and speaks on behalf of the secretariat at meetings of other international organizations, agencies and bodies on the Convention related matters. Coordinates and undertakes, fundraising for supplementary funds through contact with the officials of fundraising agencies and government, and ensures follow up;
10. Manages, guides, develops and trains staff under his/her supervision; fosters teamwork and communication among staff in the programmes and across secretariat's boundaries;
11. Chairs meetings, seminars, on substantive-related issues; represents the Convention at international, regional, inter-agency meetings, seminars and conference; provides programmatic/substantive expertise on an issue, or holds programmatic/substantive and organizational discussions with representatives of other institutions;
12. Manages the Convention for the overall functioning in the absence of the Executive Secretary;
13. Performs any other job-related activity required to achieve the goals and objectives of the UNCCD and as required by the Executive Secretary.

Results Expected:

Decisions taken by the Deputy Executive Secretary relate to the strategic direction of the UNCCD programmes, namely External Relations and Policy (ERPA), Science, Technology and Implementation (STI), and Administrative Service (AS); coordination of secretariat work in support of COP and planning and submission of related documents; the redeployment of funds between the programmes under his/her supervision. Decisions will have an impact on the effectiveness and efficiency of the programmes work and the overall performance of the



Convention in successful and consistent implementation of the its mandate. Proven leadership in the development of innovative programmes with significant impact on the overall effectiveness of the United Nations. Intellectual and professional leadership for overall strategy, quality, delivery and results.

Requirements

Education: Advanced university degree (Master's degree or Doctorate) in sustainable development, economics, environmental studies, public policy, natural resources management, law, or related area. PhD in any of the above areas is preferred. A relevant or related first-level university degree in the above areas in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: Over fifteen (15) years of progressively responsible experience in sustainable development, economics, environment or related field. Extensive experience at a senior managerial level in the field of international affairs, environment and/ or development with significant international experience environment is required; Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations is required; An understanding of the United Nations system, including, of current environmental agenda challenges is desirable; Demonstrated experience in establishing and maintaining professional networks is desirable; Extensive experience in the diplomatic and public policy arena, including experience at the international level is highly desirable; Experience in facilitation intergovernmental process is required; Substantial experience working within the UN Common System, both at headquarters and in the field, is desirable.

Languages: English and French are the official working languages of the United Nations. For this post, fluency in English, with excellent drafting skills is required. Working knowledge of another UN official language is desirable.

Competencies

Professionalism: Demonstrates in-depth knowledge of international cooperation and policies relating to sustainable land and water management, sustainable development and global environmental challenges, rural development, with practical decision making experience at senior levels; ability to guide the development of normative work and the production of reports and papers on substantive issues related to the work programme; ability to assess and review the work of others; ability to plan, organize and oversee the work of teams through results-based management. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing and gender integration into ongoing and new programmes.

Communication: Ability to explain and sustain complex issues with regard to key decisions to staff, senior officials and members of intergovernmental bodies; proven ability to communicate complex concepts orally; ability to lead in preparing written reports that are clear, concise, meaningful and action oriented.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers



outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Leadership Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands.

Judgement/Decision making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Managing Performance: Ability to make timely decisions, establish priorities and coach, mentor, motivate and develop staff and encourage good performance; delegates responsibility, clarifies expectations and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

The UNCCD is committed to a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Individual contractors and consultants who have worked within the UNCCD in the last six months are ineligible to apply for professional and higher temporary or fixed-term positions and their applications will not be considered.

Submission of applications

All applicants are requested to complete a United Nations Personal History Form¹. When completing the PHP, ensure ALL fields, ALL professional experience and contact information

¹ UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: <https://www.unccd.int/about-us/secretariat/vacancies/applying-unccd>



are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

All applications should be sent by e-mail to staffing@unccd.int with reference to **CCD/20/P/INT&EXT/01.**

PLEASE INDICATE IN THE SUBJECT LINE THE VACANCY ANNOUNCEMENT NUMBER ON THE APPLICATION.

No telephone calls will be returned. Applications will not be acknowledged; only short-listed candidates will be contacted. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance: 08 May 2020