

جمهورية اللبنانية

وزارة الخارجية والمغتربين

مديرية المنظمات الدولية
والمؤتمرات والعلاقات الثقافية

الرقم الصادر: ٨/١١٨٢

التاريخ: ٢٠٢٠/١٠/٢٨

ج.ا

جانب المديرية العامة لرئاسة مجلس الوزراء

الموضوع: تسمية مرشحين لمنصب الامين العام المساعد لبرنامج الامم المتحدة للبيئة.

اشارة الى الموضوع اعلاه، نودعكم ربطا كتاب بعثة لبنان الدائمة لدى الامم المتحدة - نيويورك رقم ٨/١٥٦٦ تاريخ ٢٣/١٠/٢٠٢٠، مرفقا بذكر الامانة العامة للأمم المتحدة والتي تطلب بموجبها من الدول الاعضاء تسمية مرشحين لمنصب الامين العام المساعد لبرنامج الامم المتحدة للبيئة مع ذكر كافة الشروط بشأن صفات وطبيعة عمل مساعد البرنامج على الموقع الالكتروني المذكور في الكتاب المرفق.

للتفضل بالاطلاع وتقديم الترشيحات قبل ١٨/١١/٢٠٢٠.

الامين العام
وزارة الخارجية والمغتربين

السفير هاني الشميطني



بعثة لبنان الدائمة لدى الأمم المتحدة
نيويورك

عدد الصفحات ١٠
ر/س

الرقم الصادر: ٨/١٥٦٦
رقم المحفوظات: ١-٧/١/٨
نيويورك في: ٢٠٢٠/١٠/٢٣

جانب وزارة الخارجية والمغتربين
مديرية المنظمات الدولية والمؤتمرات والعلاقات الثقافية

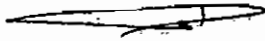
الموضوع: تسمية مرشحين لمنصب الأمين العام المساعد لبرنامج الأمم المتحدة للبيئة

إشارة الى الموضوع اعلاه، نودعكم ربطاً مذكرة الأمانة العامة للأمم المتحدة، رقم NYO/ASG/2020، تطلب بموجبها من الى دول الأعضاء تقديم الترشيحات لشغل منصب الأمين العام المساعد لبرنامج للأمم المتحدة للبيئة (UNEP)، تتضمن المذكرة كافة المعلومات والشروط بشأن صفات وطبيعة عمل مساعد البرنامج عبر الموقع الإلكتروني التالي: <https://www.unep.org>.

كما تشير المذكرة ان ترسل السيرة الذاتية للمرشح مع معلومات الاتصال (الهاتف، البريد الإلكتروني) وذلك على العنوان التالي: unep-executiveappointments@un.org، علماً أن المهلة القصوى لتقديم الترشيحات هي ١٨ تشرين الثاني ٢٠٢٠.

للتفضل بالاطلاع.

السفيرة



د. أمل مدللي

المندوبة الدائمة

United Nations  Nations Unies

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REFERENCE: NYO/ASG/2020

Dear Sir/Madam,

Kindly see the attached communication (20-363.nv.pdf and annex) dated 20 October 2020 from the Secretariat of the United Nations.

DGACM/DD/ETES/ETPU
AB-1123E
305 East 46th Street, 11th Floor
United Nations

E-mail: correspondenceteam@un.org

Executive Office



Post Title and Level: New York Office, Assistant Secretary-General

Duty Station: New York City, United States of America

Organization Unit: United Nations Environment Programme

Preamble:

The United Nations Environment Programme, as the leading global environmental authority within the United Nations system, promotes the environmental dimension of sustainable development and serves as the authoritative advocate for the global environment.

Within delegated authority and under the direct supervision of the reports to the Under-Secretary-General/Executive Director of the United Nations Environment Programme, the Assistant Secretary-General, New York Office, serves as the United Nations Environment Programme's principal representative in New York and ensures that the United Nations Environment Programme is able to participate, at the appropriate senior level, in important meetings of decision and policy making bodies and organs of the United Nations in New York, as well as senior consultations within the United Nations Secretariat.

The primary areas of focus include:

- Catalyzing transformative change through the UN system, particularly by enhancing the United Nations Environment Programme's support to partners in the UN system and Member States to integrate the environmental dimension of peace, security and sustainable development in their considerations;
- Supporting the United Nations system in the development, coordination and implementation of system-wide strategies on environment;
- Promoting environment at the United Nations headquarters in New York, including strategic contributions and decisions on behalf of the Executive Director;
- Overseeing the United Nations Environment Programme's involvement in the formulation, monitoring and communication of peace, security and sustainable development strategies across the United Nations system, representing the United Nations Environment Programme at all appropriate senior level internal and Member States and intergovernmental meetings;
- Liaising with Member States missions in New York to advocate for the environment and keep them informed of the work and decisions of the United Nations Environment Programme's Governing Bodies in Nairobi;

- Coordinating and overseeing the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, Committee for Program Coordination, Economic and Social Council, the General Assembly and other policy making organs, as appropriate;
- Serving as the Secretary of the United Nations Environment Management Group, which is chaired by the Executive Director of the United Nations Environment Programme and which was established in 2001 pursuant to General Assembly resolution 53/242.
- Reporting to intergovernmental bodies on budget/program performance or on programmatic and substantive issues, as appropriate, particularly those presented in biannual and or annual reports;
- Liaising with key partners including the academia, civil society and the private sector to foster strategic partnerships and mobilize resources;
- Overseeing the management of activities undertaken by the New York Office in a timely fashion, and coordinating work within the office, with other UN entities, Member States and other key partners;
- Performing other related duties as requested by the Executive Director.

Work implies frequent interaction with the following:

The duties of the Assistant Secretary-General, New York Office, will require frequent interaction with senior staff within the UN Secretariat, including the Executive Office of the Secretary General, Heads of UN Departments, Funds and Programs, representatives to the UN offices and Heads of UN specialized agencies, representatives of government, non-governmental organizations and the private sector, managers and staff within the United Nations Environment Programme, as well as chairpersons and members of intergovernmental bodies, particularly those focusing on coordination within the UN system.

Results Expected: Successfully finalized reform processes and managed partnerships in the environmental field with national, UN and non-UN organizations. Effectively managed and supervised office programs, coherent framework to guide programs, final services and products are integrated in the programs of the office. Leadership in the development of innovative programs with significant impact on the overall effectiveness of the United Nations. Intellectual and professional leadership for overall strategy, quality, delivery and results.

Competencies:

Professionalism: Expert knowledge on the environmental field; Sound political judgment; Excellent knowledge of the institutional mandate, policies and guidelines, as well as from institutional development and capacity building. Excellent negotiation skills. Knowledge of the substantive field of work in general and of specific areas being supervised. Shows ability to produce reports and papers on technical issues and to review and edit the work of others. Shows ability to apply UN rules, regulations, policies and guidelines in work situations. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

Leadership: Strong intellectual and professional leadership skills. Ability to translate political mandates, requirements and vision into managerial action. Shows conceptual flexibility to adapt to changing environments. Takes risks to advance implementation of environmental enhancements. Mobilizes effective support from within and outside of the United Nations Environment Programme including building strong partnerships. Demonstrated ability to incorporate gender perspectives into substantive work. Commitment to the goal of achieving gender balance in staffing.

Vision: Identifies strategic issues, opportunities and risks. Clearly communicates links between the organization's strategy and the office's goals. Generates and communicates broad and compelling organizational direction, inspiring others to pursue the same direction, conveys enthusiasm about future possibilities.

Judgement/Decision-making: strong, reliable and mature judgement and decision-making skills with the ability to make difficult decisions under pressure; identifies the key issues in a complex situation and comes to the heart of the problem quickly; checks assumptions against facts.

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.

Integrity: resists undue political pressure in decision-making; does not abuse power or authority; takes prompt action in case of unprofessional or unethical behaviour.

Client Orientation: Considers all those to whom services are provided to be clients and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect, identifies clients' needs and matches them to appropriate solutions, monitors ongoing development inside and outside the clients' environment to keep informed and anticipate problems, keeps clients informed of progress or setbacks in projects, meets timeline for delivery of products or services to clients.

Accountability: Takes ownership of all responsibilities and honours commitments, delivers outputs for which one has responsibility within the prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules, supports subordinates, provide oversight and takes responsibility for delegated assignments; Takes personal responsibility for his / her own shortcomings and those of the work unit, where applicable.

Creativity: Actively seeks to improve programs or services, offers new and different options to solve problems or meet client needs, promotes and persuades others to consider new ideas, takes calculated risks

on new and unusual ideas; Thinks outside the box; Takes an interest in new ideas and new ways of doing things, is not bound by current thinking or traditional approaches.

Gender mainstreaming: provides leadership and takes responsibility for incorporating gender perspectives into substantive work 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 creating a gender sensitive working environment that pays attention to work/life issues.

Qualifications:

Education: Advanced University degree (Master's degree or equivalent) in the field of environmental and social sciences, economics or management or related area.

Experience:

- Over 15 years of progressively responsible experience in environment, international development, or related field;
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations is required;
- An understanding of the United Nations system, including, of key current sustainable development and environmental priorities, policies and procedures, and work experience at the UN Secretariat is highly desirable;
- Extensive experience in the environment policy arena, including experience at the international level is required;
- Extensive experience in inter-governmental affairs is required.
- Excellent people and team management skills required, with demonstrated success managing teams of international experts;
- Impeccable personal and professional integrity.

Languages:

English and French are the official working languages of the United Nations. For this post, fluency in English, with excellent drafting and public speaking skills is required. Knowledge of a second official UN language is an advantage.

In order to ensure a wide pool of candidates for this position, the Secretariat would welcome any nominations to supplement the Secretary-General's own search and consultations. The nomination of women candidates is strongly encouraged.

Executive Office



All nominations should include the candidate's Curriculum Vitae with contact information (telephone, e-mail) and must be sent to the Secretariat of the United Nations by 18 November 2020. Nominations may also be sent to: unep-executiveappointments@un.org

United Nations Avenue, Gigiri
PO Box 30552 – 00100, Nairobi, Kenya
Tel: +254 207621234 | executiveoffice@unep.org
www.unep.org

Executive Office



Reference: NYO/ASG/2020

The Secretariat of the United Nations presents its compliments to all Permanent Missions to the United Nations Office in New York, Geneva, Nairobi and Vienna, the United Nations departments and bodies, specialised agencies, intergovernmental and other organizations, and has the honour to request the nomination of candidates for the position of Assistant Secretary-General, United Nations Environment Programme. This position is based in New York (United States of America).

UN Environment Programme (UNEP), as the leading global environmental authority within the United Nations system, promotes the environmental dimension of sustainable development and serves as the authoritative advocate for the global environment.

The Assistant Secretary-General New York Office works under the direction of the United Nations Environment Programme Executive Director and Under-Secretary-General of the United Nations and plays a key policy management role in the delivery of the United Nations Environment Programme's mandate. The responsibilities and requirements for this position are attached herewith. Further information on the United Nations Environment Programme is available on the following website: <https://www.unep.org>

In order to ensure a wide pool of candidates for this position, the Secretariat would welcome any nominations to supplement the Secretary-General'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.

All nominations for this position should include the Curriculum Vitae of the candidates and must be sent by e-mail to: unep-executiveappointments@un.org. Closing date for applications is **18 November 2020**.

The Secretary-General is seeking an individual with:

- Over 15 years of progressively responsible experience in environment, international development, or related field;
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations is required;

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- *An understanding of the United Nations system, including, of key current sustainable development and environmental priorities, policies and procedures, and work experience at the UN Secretariat is highly desirable;*
- *Extensive experience in the environment policy arena, including experience at the international level is required;*
- *Extensive experience in inter-governmental affairs is required.*
- *Excellent people and team management skills required, with demonstrated success managing teams of international experts;*
- *Impeccable personal and professional integrity.*

Human rights screening

In accordance with the policy for the nomination of candidates, the Secretariat 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

Executive Office



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 interests of the United Nations, should the individual be appointed to this position.

The Secretariat of the United Nations 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.



Nairobi, 20 October 2020

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