

UN HABITAT

FOR A BETTER URBAN FUTURE

United Nations Human Settlements Programme
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The United Nations Human Settlements Programme (UN-Habitat) presents its compliments to the Permanent and Observer Missions to UN-Habitat and has the honour to request the nomination of candidates for the position of Deputy Executive Director, at the level of Assistant Secretary-General (ASG).

UN-Habitat is the United Nations programme working for a better urban future. Its mission is to promote socially and environmentally sustainable human settlements development and the achievement of adequate shelter for all.

The Deputy Executive Director:

- Advises the Executive Director on substantive matters;
- Serves as Deputy Administrator of the Foundation;
- Assists the Executive Director in strategic management and coordination, and the development of management tools and instruments to enhance the performance of UN-Habitat in its overall mission;
- Assists the Executive Director in fostering relations with Governments and strengthens good working relationships with permanent missions accredited to UN-Habitat;
- Assists the Executive Director in engaging relevant entities of the United Nations System and in the coordination of activities on all urbanization and human settlement matters within the United Nations System to promote socially and environmentally sustainable towns and cities, and in contributing to system-wide results;
- Represents the Executive Director and carries out special assignments as might be requested by the Executive Director, as well as assuming overall responsibility of UN-Habitat as officer-in-charge when the Executive Director is not available;
- At the request of the Executive Director, assumes any managerial or representational role within the scope of the UN-Habitat mandate.

Further information on UN-Habitat is available on the following website:
<http://www.unhabitat.org>

In order to ensure a wide pool of candidates for this position, UN-Habitat would welcome any nominations to supplement the Secretary-General's own search

and consultations. UN-Habitat would especially welcome nominations of women candidates.

The Secretary-General is seeking an individual with:

- Broad knowledge and experience in sustainable development issues, preferably in the urbanization and human settlements field, and ability to build consensus amongst stakeholders;
- Impeccable personal and professional integrity;
- Proven track record of excellent management and technical leadership skills;
- Excellent communication skills, including ability to defend and explain difficult issues to relevant audiences and to facilitate communication;
- Familiarity with the United Nations system and mechanisms, especially development settings and challenges.

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

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

