



The United Nations Development Programme (UNDP) welcomes applications for the position of Assistant Administrator and Director, Bureau of External Relations and Advocacy (BERA) UNDP at the Assistant Secretary General (ASG) level.

In order to ensure a wide pool of candidates for this position, UNDP would welcome any nominations to supplement the Secretary General's own search and consultations. UNDP would especially welcome applications from women candidates.

All applications should include the curriculum vitae of the candidates with full contact information (e-mail and telephone) and must be received by Friday, 21



intergovernmental affairs with member states, programme countries, existing and prospective donor countries/emerging economies, multilateral institutions such as the IFIs, the European Commission, civil society, the private sector, foundations, academia and think tanks, the wider UN system, and various UN intergovernmental bodies. BERA also supports the Organisation's external communications functions, interfacing with global, regional and national media.

The Bureau coordinates and acts as a facilitator of information exchange, network building and dissemination of best practices throughout the UNDP in resource mobilization, intergovernmental and inter-agency affairs, and external communications. In addition to the Headquarters team, the Director, in coordination with the Executive Office, oversees UNDP's Representation Offices in major donor and partner capitals.

As well as leading the Bureau of External Relations and Advocacy, the Bureau Director is a member of UNDP's corporate leadership, the Executive Group, and contributes to shaping and monitoring overall corporate strategic directions. S/he directs and manages the overall work of the Bureau to contribute to the achievements of organizational priorities and achieve identified



- Coordinates and updates organizationwide partnership strategy development, maintains,



The Secretary General is seeking an individual with:

- A strong record of progressively responsible, substantive and results achievement experience at the international level, including in development programming, resource mobilization and advocacy;
- Experience in interagency and international development cooperation, negotiation of partnerships, mobilization of resources and management of programmes. The candidates will have held leadership roles and demonstrated their ability to advocate for effective and innovative solutions;
- In-depth knowledge of the sustainable development agenda, managing related complex situations, interagency and international cooperation, negotiation of partnerships, mobilization of resources and /or management of programmes in a variety of geographical and political contexts with national, regional, international entities, including the ability to influence/advance dialogue and present such material at global and regional fora;
- Experience of the UN and/or other intergovernmental institutions and international entities;
- Advanced University degree in development related disciplines, Economics, Law, International Relations, Rural Development, Public Policy, Business Administration, or other relevant disciplines.

### ***Languages***

English and French are the working languages of the United Nations. For this position, fluency in English is required. Proficiency in another United Nations official language is a distinct advantage.

### ***Human Rights Screening***

Individuals 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 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