

Chief of Staff – D1 at United Nations Environment Programme (UNEP)

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Job Description

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The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the world's environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the environment.

Responsibilities

- 1. Management of the Executive Office:** Directing and managing the Executive Office through ensuring overall coordination of the substantive support to the Executive Director and Deputy Executive Director. Directing and overseeing the formulation and implementation of the work programme of the Office. Managing the Executive Office teams of Special Assistants, Corporate Coordination staff and other Executive Office staff, including managing the recruitment of senior UN Environment Programme staff. Supporting the Senior Management Team (SMT) and serving as an ex-officio member of the SMT.
- 2. Provision of Strategic Advisory Support:** Providing strategic advice in planning for the Executive Director to fulfill her/his political and managerial objectives in cooperation with the UN Environment Programme Deputy Executive Director and the SMT. Providing policy advice and recommendations to the Executive Director. Overseeing the coordination and support of the activities of UNEP's Divisions, Regional and Country Offices and the Multilateral Environmental Agreements, related to the Executive Director's responsibilities.
- 3. Key Security Related responsibilities:** Representing the Executive Director on the

Security Management Team and ensuring effective internal security /wardens' system is in place across the organization, in cooperation with UN Security.

4. Liaison with Member States and Stakeholders:

Maintaining proactive liaison with Heads of diplomatic missions and other senior representatives of Member States, as well as other international organizations and external partners on substantive, political, procedural and managerial questions. Direction and oversight for preparation of quality institutional products.

Managing the preparation of and reviewing draft correspondence, official statements, communication outputs and reports for the Executive Director's signature or clearance.

Overseeing the preparation of relevant research, background papers, talking points, speeches, official statements. Coordinating follow-up across the UN Environment Programme.

5. Collaboration with Director of Corporate Services: In coordination with the Director, Corporate Service Division, ensuring an integrated approach to the results-based budget process, including alignment with strategic and operational plans and adequate provisions to meet resource requirements, overseeing the preparation of the budget, and human resource requirements. Working in close collaboration on all audit, legal cases and evaluations, bringing to the attention of the Executive Director matters needing attention.

6. Representation role: • In the absence of the Executive Director or the Deputy Executive Director, receiving visitors, performing representational functions, organizing and attending meetings on their behalf.

7. Fostering positive organizational culture:

Fostering teamwork, healthy work place culture and trusted and transparent communication among staff in the Executive Office, within UN Environment Programme, and across organizational boundaries.

Ensuring a clear understanding between division priorities and support capacities; and liaises with all components to advise and ensure use of the best methods for achieving organizational objectives and priorities.

8. Provision of advice on UN protocol:

Advising the Executive Director on all UN protocol requirements as needed, and supervising and providing guidance on the preparation and coordination of official visits.

The Chief of Staff may be requested to perform other relevant duties, as required.

9. Leads team members efforts to collect and analyze data and provides insight to identify trends or patterns for data-driven planning, decision-making, presentation and reporting. Ensures that everyone can discover, access, integrate and share the data they need.

Requirements

Competencies

PROFFESIONALISM: Excellent knowledge of the institutional mandates, policies and procedures of the United Nations; experience in the coordination of the activities of high-level officials and the provision of policy advice on a range of managerial and political questions. Ability to analyze and interpret data in support of decision-making and convey resulting information to management. Strong analytical skills and proven ability to develop policy options and strategies; ability to establish and maintain contacts at all levels. Sound political judgement and diplomatic skills. Shows pride in work and in achievements.

Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. 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 the audience. Demonstrates openness in sharing information and keeping people informed.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

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 improvement; does not accept the status quo. Shows the courage to take unpopular stands. 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.

MANAGING PERFORMANCE: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

Education

Advanced university degree (Master's degree or equivalent) in International Relations, Management, Administration, Environmental Studies, Political Science, or other related field is required.

A first level university degree in combination with two additional years of relevant experience may be accepted in lieu of the advanced university degree.

Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is desirable.

Work Experience

A minimum of fifteen years of professional and progressively responsible experience in public or business administration; management; international relations, sustainable development, environment, political affairs or related area is required.

At least seven years of experience should be at the International level.

Leadership experience and management in multicultural settings in a politically sensitive context is required.

Experience in providing strategic policy advice to senior level officials is required.

Experience in working within the UN system and on UN inter-agency coordination is desirable.

Experience in the international environmental policy and environmental governance setting is desirable.

Experience in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Working knowledge of another UN official language is desirable.

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