

Job Opening

Posting Title:	DIRECTOR, PROGRAMME MANAGEMENT, D2
Job Code Title:	DIRECTOR, PROGRAMME MANAGEMENT
Department/Office:	Office of Counter-Terrorism
Duty Station:	NEW YORK
Posting Period:	17 April 2019 - 31 May 2019
Job Opening Number:	19-Programme Management-UNOCT-114078-D-New York (X)
Staffing Exercise	N/A



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Org. Setting and Reporting

This position is located in the Office of the Under-Secretary-General of the Office of Counter-Terrorism (OCT) at Headquarters in New York. The incumbent reports to the Under-Secretary-General.

The United Nations Office of Counter-Terrorism (UNOCT) was established by the General Assembly in June 2017. The Office has five main functions: (a) provide leadership on the General Assembly counter-terrorism mandates across the United Nations System; (b) enhance coordination and coherence across the 38 Counter-Terrorism Implementation Task Force entities to ensure the balanced implementation of the four pillars of the Strategy; (c) strengthen the delivery of United Nations counter-terrorism capacity-building assistance to Member States; (d) improve visibility, advocacy and resource mobilization for United Nations counter-terrorism efforts; and (e) ensure that due priority is given to counter-terrorism across the United Nations System and that the important work on preventing violent extremism is firmly rooted in the Strategy.

Responsibilities

Within delegated authority, the incumbent will be responsible for the following:

- Supports the USG in ensuring coordination and coherence in implementation of the Global Counter-Terrorism Strategy and the mandate of UNOCT (hereinafter referred to as "the Office") as established in General Assembly Resolution 71/291.
- Supports the USG in the effective implementation of organizational management and organization of the substantive work of the Office.
- Develops and provides advice on policy and programmatic issues related to the Office's mandate.
- Oversees special projects or activities, or chairs working groups or task forces as requested or directed by the USG.
- Acts as Officer-in-Charge during the absence of the USG, and represents the USG in meetings as requested or directed by the USG.
- Contributes to the formulation of the department's overall strategies and policies by participating in various committees, preparing documents on policy issues, and acting, as required, in an advisory capacity to the USG; contribute to the overall management of the Office's activities and operations.
- Provides leadership to the development of innovative and/or change management programmes.
- Formulates and implement the substantive work programme of the Office under his/her supervision, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Oversees the management of activities undertaken by and provides direct supervision of the Division and Section chiefs of: a) the UN Counter-Terrorism Centre (UNCCT), the Special Projects and Innovation Division (SPID), the Strategic Planning and Programme Support Section (SPPS), and the Policy, Knowledge Management and Coordination Division (PKMCD), ensuring that programmed activities are carried out in a timely fashion in compliance with policies, rules and regulations of the UN, and co-ordinates work in the different areas both within the offices overseen, and with other organizations of the United Nations System and agencies as appropriate.
- Co-ordinates and oversees the preparation of reports for presentation to intergovernmental bodies such as the Security Council and the General Assembly and other policy-making organs, as appropriate.
- Reports to intergovernmental bodies on programmatic/substantive issues, as appropriate, particularly those

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presented in biannual and/or annual reports.

- Ensures that the outputs produced by the Office maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the office/division under his/her supervision meet required standards before completion to ensure they comply with the relevant mandates.
- Undertakes or oversees the programmatic/administrative tasks necessary for the functioning of the Office, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (PAS), interviews of candidates for job openings and evaluation of candidates.
- Oversees the recruitment of staff of the units within the incumbent's specified span of control, taking due account geographical and gender balance and other institutional values.
- Manages, guides, develops and trains staff under his/her supervision; foster teamwork and communication among staff in the office/Division and across organizational boundaries.
- Chairs meetings, seminars, etc., on substantive-related issues; represents the Organization 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.
- Perform other related duties as requested by the senior management of the Organization.

Competencies

• **Professionalism:** 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 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.

• **Accountability:** Takes ownership of all responsibilities and honours 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.

Managerial Competencies

• **Planning & 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 improvements; 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.

• **Vision:** Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

Education

Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, law, social sciences or related area. A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

Over fifteen years of progressively responsible experience in human resources management, administration, logistics, financial management, budget or related field is required.

Experience managing intergovernmental processes, supporting policy and programme development, providing legislative assistance, and managing projects is required.

Experience in a senior management position is required. Experience managing budget preparations is required.

Languages

English and French are the working languages of the United Nations Secretariat. For this position fluency in English is required. Knowledge of another official UN language is an advantage.

Assessment

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

Special Notice

Appointment or assignment against this position is for an initial period of one year.

The appointment or assignment and renewal thereof are subject to the availability of the post or funds, budgetary approval or extension of the mandate.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

An impeccable record for integrity and professional ethical standards is essential.

Staff members appointed to the current position are required to submit a financial disclosure statement upon assignment or appointment and annually thereafter.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

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