

Reference: CBD/Executive/2023

The United Nations welcomes applications for the position of Executive Secretary of the Secretariat of the Convention on Biological Diversity (CBD) at the level of Assistant Secretary-General. This position is based in Montreal (Canada).

The Secretariat welcomes applications to supplement the Secretary-General's search and consultations and would especially welcome applications from women candidates.

All applicants are requested to send their Curriculum Vitae with contact information (telephone, email) to unep-executiveappointments@un.org no later than 24 March 2023.

Further information on CBD is available at the following website: <https://www.cbd.int/>

Background

The United Nations 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. UNEP hosts the CBD Secretariat, in line with its relevant articles, Decisions of its Conference of the Parties as well as Decisions of the United Nations Environment Assembly (UNEA).

In accordance with Decision X/45, Article II.2 of the Revised Administrative Arrangements between UNEP and the CBD, adopted by the Conference of the Parties to the Convention at its tenth meeting in Nagoya (COP10), the Executive Secretary will be appointed by the Secretary-General as recommended by the Executive Director of UNEP, in consultation with the Conference of the Parties through its Bureau.

All applications will be treated with the strictest confidence and short-listed candidates will be contacted directly to undergo an assessment process, reference and background checks, including human rights and conflicts of interest screening.

Duties and Responsibilities

The Executive Secretary has dual reporting lines and is accountable to the Conference of the Parties through its Bureau for programme delivery and policy-related issues and to the Executive Director of UNEP for administrative and financial issues.

The responsibilities and requirements for this position are attached herewith.

Skills and expertise

The Secretary-General is seeking an individual with:

- Extensive experience and knowledge of the environmental and sustainable development agenda. She/he must be a strong leader and manager with highly developed diplomatic and public policy skills, including experience at the international level. Candidates must demonstrate a strong track record in organizational strategy and development, including results-based management;
- Established results achieved in the field of biodiversity conservation and/or nature-based solutions;
- Experience with stakeholder engagement and coalition building;
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations;
- Exceptional public speaking skills;
- Excellent people and team management skills, with demonstrated success managing highly diverse teams of international experts;
- Impeccable personal and professional integrity.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English is required. A working knowledge of French or other United Nations official language will be an 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 form, stating that they (a) have not committed, been convicted of, nor prosecuted for, any criminal offence (excluding minor traffic offences); (b) have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law; (c) have not committed, been investigated for, been prosecuted for, had a finding against for, or been convicted of an offence for, engaging in sexual exploitation and/or abuse and (d) have not been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process.

Conflicts of interest screening

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 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.

Nairobi, 23 February 2023