



INTERNATIONAL CIVIL SERVICE
COMMISSION

COMMISSION DE LA FONCTION
PUBLIQUE INTERNATIONALE

VACANCY ANNOUNCEMENT

Posting Title: Executive Secretary, D-2
Department/Office: International Civil Service Commission (ICSC)
CCOG code: 1.A. Administrative Specialists
(Management and Human Resources)
Duty station: New York
Posting Period: until 5 October 2023 (cob)
Duration: Two-year appointment, initially
Job Opening number: ICSC/04/2023

Organizational Setting and Reporting

This position is located in the secretariat of the International Civil Service Commission (ICSC). Its mandate is to regulate and coordinate the conditions of staff serving in organizations of the United Nations Common System. The Commission established policies and formulated guidelines with respect to matters under its Statute and conducts its programme of work through the staff of its secretariat. The ICSC secretariat provides advisory and technical support to the Commission including on the development of new approaches towards human resources management. The secretariat also advises the UN common system organizations on the implementation of decisions taken by the Commission.

The Executive Secretary reports to the Chair of the Commission and is the chief executive officer of the ICSC secretariat. He/she is responsible for strategic planning and policy guidance to the three substantive divisions of the Secretariat. The Executive Secretary is responsible for the development and implementation of the programme and work and the budget, as well as oversight and coordination of the technical and administrative activities of the secretariat.

Duties and Responsibilities

- Under the direction of the Chair of the Commission, leads on the development and implementation of the secretariat's action plan and programme of work, based on the needs of the Commission and its decisions.

- Drives change within the secretariat. In the near future, this includes a complete review of the secretariat's information technology infrastructures; being involved in the planning for continuous updates of the post adjustment methodology; the implementation of the recently revised local salary survey methodology and direct involvement and leadership in the work for the present Comprehensive Review of the Compensation Package.
- As key player of the senior management team advises the Chair on emerging substantive, administrative and logistical issues.
- Advises on financial and administrative implications of the programme of work approved by the Commission and effectively manages the resources of the Commission, including its secretariat.
- Promotes the work of the Commission by fostering an environment of cooperation and dialogue between the Commission, the organizations, the staff federations and Member States. Establishes and maintains good working relationships with counterparts in the organizations of the common system, in particular the CEB HR Network. Represents and speaks on behalf of the secretariat at meetings with common system and other organizations and at other fora.
- Promotes the United Nations common system and guides international organizations who seek membership.
- Seeks coherence across common system organizations in the implementation of decisions and recommendations made by the Commission; identifies areas of variance and directs the preparation of interpretation guidelines for the benefit of participating organizations.
- Manages and leads the day-to-day operation and work of the secretariat. In accordance with the Commission's programme of work, develops and manages the work programme and budget of the secretariat. Provides managerial guidance to Division Chiefs and directs studies in all areas of the Commission's work. Coordinates the secretariat technical activities; reviews draft reports and documents, ensuring that outputs are clear and objective, meet the required standards and are based on comprehensive data. Ensures staff development and training. Fosters teamwork and communication among staff members and Divisions of the ICSC secretariat.
- Presents and defends the proposed budget and/or work plan before the UN Controller, the CEB Finance & Budget Network, the Advisory Committee on Administrative and Budgetary Questions (ACABQ), the Committee for Programme and Coordination (CPC) and other inter-governmental bodies. Coordinates exchanges with oversight bodies, such as the Joint Inspection Unit (JIU) or the UN Office of Internal Oversight Services (OIOS).
- Facilitates the smooth running of Commission sessions by coordinating with the UN Secretariat and other common system organizations to ensure the provision of high-quality conference services. Proposes the agenda of sessions. Participates substantively in meetings, providing technical explanations when necessary. Ensures that documents for the sessions

are prepared in accordance with pre-agreed schedules and are concise and clear. Articulates the Commission's position and provides technical responses at Informal meetings of the Fifth Committee of the General Assembly.

Competencies

Professionalism:

- Demonstrated expertise in developing innovative human resource management policies and systems, in particular in organizations of the United Nations common system.
- Demonstrated ability to analyze complex and sensitive data and information and report on it cogently. Ability to identify and develop key strategic issues and to successfully prioritize activities in order to accomplish objectives.

Leadership:

- Effective leader with the ability to identify key strategic issues, opportunities and risks, as proven in prior leadership positions in international organizations.
- Excellent leadership, interpersonal and coaching skills, demonstrated ability to lead and develop staff working in different occupations and teams.
- Being able to establish and maintain relationships with a broad range of people, groups and organizations to understand needs and gain support, as evidenced in previous work assignments.

Judgement/Decision-making:

- Commitment to the achievement of broad organizational goals and effective programme delivery taking ownership for and demonstrating sound judgement in all areas of responsibility.
- Ability to identify the key issues in a complex situation and come to the heart of the problem and decide appropriately.
- Ability to strategically assess options and act based on conditions in the work environment, and the vision and values of the organization.
- Understanding of the operations and needs of the common system organizations.

Communication:

- Excellent communicator with effective listening and negotiation skills.

- Ability to present ideas with clarity and conviction both orally and in writing.

Education

An advanced university degree in Human Resources, Public or Business Administration, Law or related field. In line with established UN practice, a first-level university degree in combination with an additional two years of qualifying experience (ie., in this case at least 17 years of relevant experience) may be accepted in lieu of the advanced university degree.

Work Experience

- At least 15 years of progressively responsible experience in policy or/ or leadership positions in human resources management in the United Nations common system environment or in a similar international environment is essential. Experience in at least two common system organizations and in at least two duty stations highly desirable.
- Experience in managing staff and the ability to lead teams and work in a multicultural environment are requirements.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, excellent written and spoken English is essential. Knowledge of French is desirable. Knowledge of another official UN language is an advantage.

Assessment

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

Special Notice

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application. Staff members appointed to the current position are required to submit a financial disclosure statement upon assignment or appointment and annually thereafter.

United Nations Considerations

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.

ALL APPLICANTS: Please complete a copy of the United Nations application form (Personal History Form P.11), at <http://unicsc.org/resources/general/vacancies/p11.doc>, or a [UN Personal History Profile \(PHP\)](#), quoting the vacancy number, along with a cover letter and send to: icsc-dropbox@un.org.