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Sous-Direction de  
la Coopération Multilatérale  
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16 MAI 2017  
Alger, le .....

Monsieur le Président  
de la Conférence Régionale des Universités  
de l'Ouest

**Objet : A/S Ouverture de la période de réception des candidatures au poste de Directeur  
Exécutif Adjoint ONU-HABITAT.**

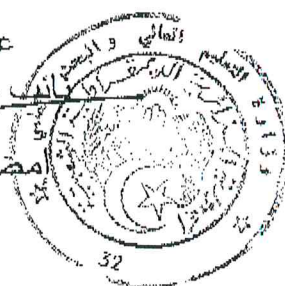
**P.J :** Cinq (05) pages.

J'ai l'honneur de vous faire parvenir, ci-joint, copie de la note du Secrétariat du Programme des Nations Unies pour les Etablissements Humains (ONU-HABITAT), dont l'objet a trait à l'ouverture de la période de réception des candidatures au poste de Directeur Exécutif Adjoint ONU-HABITAT.

La soumission des candidatures se fera avant la date limite du 21mai 2017, par e-mail à l'adresse suivante : [OED@unhabitat.org](mailto:OED@unhabitat.org)

A ce sujet, je vous saurais gré des dispositions que vous voudrez bien prendre en vue d'assurer une large diffusion de cette annonce auprès des établissements universitaires de la région Ouest.

عن الوزير ويتفويض منه  
مدير التكوين والتعاون  
امضاء: كريم خيري



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**UN HABITAT**  
FOR A BETTER URBAN FUTURE

United Nations Human Settlements Programme  
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Tel: +254-20 7623216  
[UN-HabitatGCSecretariat@unhabitat.org](mailto:UN-HabitatGCSecretariat@unhabitat.org)

Ref: UNH-SGC-O-170193

The United Nations Human Settlements Programme (UN-Habitat) presents its compliments to the Permanent and Observer Missions to UN-Habitat and has the honour to request the nomination of candidates for the position of Deputy Executive Director, at the level of Assistant Secretary-General (ASG).

UN-Habitat is the United Nations programme working for a better urban future. Its mission is to promote socially and environmentally sustainable human settlements development and the achievement of adequate shelter for all.

The Deputy Executive Director:

- Advises the Executive Director on substantive matters;
- Serves as Deputy Administrator of the Foundation;
- Assists the Executive Director in strategic management and coordination, and the development of management tools and instruments to enhance the performance of UN-Habitat in its overall mission;
- Assists the Executive Director in fostering relations with Governments and strengthens good working relationships with permanent missions accredited to UN-Habitat;
- Assists the Executive Director in engaging relevant entities of the United Nations System and in the coordination of activities on all urbanization and human settlement matters within the United Nations System to promote socially and environmentally sustainable towns and cities, and in contributing to system-wide results;
- Represents the Executive Director and carries out special assignments as might be requested by the Executive Director, as well as assuming overall responsibility of UN-Habitat as officer-in-charge when the Executive Director is not available;
- At the request of the Executive Director, assumes any managerial or representational role within the scope of the UN-Habitat mandate.

Further information on UN-Habitat is available on the following website:  
<http://www.unhabitat.org>

In order to ensure a wide pool of candidates for this position, UN-Habitat would welcome any nominations to supplement the Secretary-General's own search

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and consultations. UN-Habitat would especially welcome nominations of women candidates.

The Secretary-General is seeking an individual with:

- Broad knowledge and experience in sustainable development issues, preferably in the urbanization and human settlements field, and ability to build consensus amongst stakeholders;
- Impeccable personal and professional integrity;
- Proven track record of excellent management and technical leadership skills;
- Excellent communication skills, including ability to defend and explain difficult issues to relevant audiences and to facilitate communication;
- Familiarity with the United Nations system and mechanisms, especially development settings and challenges.

#### *Human Rights Screening*

In accordance with the policy for the nomination of candidates, the Secretariat wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of, or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates that they have been involved, by act or omission, in the commission of any acts that amount to violations of international human rights law or international humanitarian law.

Individuals who are either nominated by Member States or 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*

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

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timely manner, situations in which personal interests may conflict or appear to conflict with the interests of the United Nations, should the individual be appointed in this position.

All nominations should include the curriculum vitae of the candidates and must be sent to UN-Habitat by 24 May 2017. Nominations may also be sent to [OED@unhabitat.org](mailto:OED@unhabitat.org).

The United Nations Human Settlements Programme avails itself of this opportunity to renew to the Permanent and Observer Missions to UN-Habitat the assurances of its highest consideration.

12 April 2017



Permanent and Observer Missions  
to UN-Habitat  
NAIROBI

## UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME

**Post Title and Level:** Deputy Executive Director, ASG

**Duty Station:** Nairobi, Kenya

**Organizational Unit:** United Nations Human Settlements Programme

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### Responsibilities

The Deputy Executive Director, who is accountable to the Executive Director, carries out specific substantive and administrative assignments as decided by the Executive Director, including as follows:

- Advises the Executive Director on substantive matters;
- Serves as Deputy Administrator of the Foundation;
- Assists the Executive Director in strategic management and coordination, and the development of management tools and instruments to enhance the performance of UN-Habitat in its overall mission;
- Assists the Executive Director in fostering relations with Governments and strengthens good working relationships with permanent missions accredited to UN-Habitat;
- Assists the Executive Director in engaging relevant entities of the United Nations System and in the coordination of activities on all urbanization and human settlement matters within the United Nations System to promote socially and environmentally sustainable towns and cities, and in contributing to system-wide results.
- Represents the Executive Director and carries out special assignments as might be requested by the Executive Director, as well as assuming overall responsibility of UN-Habitat as officer-in-charge when the Executive Director is not available.
- At the request of the Executive Director, assumes any managerial or representational role within the scope of the UN-Habitat mandate.

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**Competencies:**

**Professionalism:** Expert knowledge in organizational management; proven ability to oversee the production of complex reports and papers on technical issues; ability to guide the work of others. Well demonstrated negotiating and diplomatic skills

**Communication:** Excellent communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful. Ability to maintain effective relationships with outside collaborators and other contacts, including representatives of Member States and the public.

**Managerial Competencies:**

**Judgment/Decision-making:** Mature judgment and initiative, imagination and resourcefulness, energy and tact; proven ability to provide strategic direction, to plan and establish priorities, and to ensure an effective work structure to maximize productivity and achieve goals.

**Vision:** Ability to identify key strategic issues, opportunities and risks; clearly communicate links between the Organization's strategy and the work unit's goals. Establish/identify and communicate broad and compelling organizational direction.

**Accountability:** Takes ownership of all responsibilities and honours agency and system-wide 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.

**Qualifications:**

**Education:** Advanced University degree (Masters or equivalent) in a relevant field. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of advanced university degree.

**Experience:** At least 20 years of international experience at senior level in economic and social affairs, urban development or a related field. Proven track record of excellent management and technical leadership skills.

**Language:** Fluency in oral and written English is required. Knowledge of French is desirable. Knowledge of another UN official language is an advantage.

**Other Desirable Skills:** Comprehensive knowledge of UN policies, procedures and operations.