

F. No. 12/4/2022-FA(UN)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi
Dated 25th October, 2022

To,

1. Secretaries, All Ministries/ Department of the Government of India
2. The Chief Secretaries,
All State / UT Governments

Sub: Proposal of MEA for circulation of Vacancy for the post of Assistant Administrator and Director, Regional Bureau for Arab States (RBAS) at the Assistant Secretary General level-reg.

Sir/Madam,

Ministry of External Affairs vide their I.D. Note No. Q/PA-I/575/16/2022 dated 20/10/2022 (Copy enclosed) has informed this Department that United Nation has sought nomination of the candidates for the post of Assistant Administrator and Director, Regional Bureau for Arab States (RBAS) at the Assistant Secretary General level.

2. Vacancy notice/Note Verbale of UNDP thereby inviting nominations for the post of Assistant Administrator and Director, Regional Bureau for Arab States (RBAS) at the Assistant Secretary General level containing the details, scope, principal functions, skills and expertise for the post etc. is enclosed. The last date to apply for the above position in United Nations is **4th November 2022**. The applications [including CV's with full contact information (e-mail & telephone)] are required to be submitted online at exo.cos@undp.org.

3. Officers [Joint Secretary level in Government of India and State Governments] applying for the above post are requested to follow due procedure and keep MEA informed. Since the role of DoP&T in the matter is restricted only upto circulation of the vacancy circular, no further reference need to be sent by the applicants to this Department.

Yours Faithfully



(Nidhi Srivastava)
Deputy Secretary to the Government of India
Tel. 23092187

Copy for Information to :

Ms. Soumya Gupta, Deputy Secretary (FSP & Cadre), w.r.t. I.D. Note No. Q/PA-I/575/16/2022 dated 20/10/2022, Ministry of External Affairs, Room No. 37, South Block, New Delhi.

**Ministry of External Affairs
(Administration Division)**

Sub: Call for nomination of candidates for the position of Assistant Administrator and Director: Regional Bureau for Arab States (RBAS) UNDP.

United Nations Development Programme (UNDP) is calling for nominations of candidates for the position of Assistant Administrator & Director, Regional Bureau for Arab States (RBAS) at the Assistant Secretary General level.

2. RBAS covers 17 country offices and one Regional Service Centre located in Amman. The Director of RBAS reports to the Administrator/Associate Administrator and is member of UNDP's executive group and contributes to shaping and monitoring overall corporate strategic directions.

3. The Secretary General is seeking an individual with:

- A strong record of progressively responsible, substantive and results achievement experience at the International level, including in development programming, resource mobilization and advocacy is especially relevant.
- Experience in interagency and international co-operation and negotiation partnerships are especially relevant.
- The candidates should have in-depth knowledge of crisis response activities, management in crisis related areas with national, regional, international entities including the ability to influence/advance dialogue and present such material at the global and regional for a;
- senior documented experience of the UN and/or other intergovernmental institutions and international entities.

Languages: Fluency in English is mandatory. Fluency in Arabic is a distinct advantage and knowledge of other UN languages is welcome.

4. All nominations should includes the CV's of candidates, with full contact information (e-mail & telephone) latest by **4 November 2022 through e-mail: exo.cos@undp.org**. Further information on the vacancy and application procedures are available on the UNDP website: https://jobs.undp.org/cj/view_job.cfm?cur_job_id=109463 and is given in attached Note Verbale from the UN.

5. DoPT is requested to disseminate the above mentioned vacancy circular among officers of the level of Joint Secretary in Government of India and State Governments.

**(Soumya Gupta)
Deputy Secretary (FSP & Cadre)
Room No. 37, South Block, New Delhi
Tel No. 011-23011650**

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Kind Attn: **Ms. Nidhi Srivastava**
Deputy Secretary (SM)
Room No. 20, North Block, New Delhi.

MEA ID No. Q/PA-I/575/16/2022, Dated: 20 October 2022



*Empowered lives.
Resilient nations.*

The United Nations Development Programme (UNDP) presents its compliments to all Permanent Missions and Observer Missions to the United Nations in New York and has the honour to request the nominations of candidates for the position of Assistant Administrator and Director, Regional Bureau for Arab States (RBAS), UNDP, at the Assistant Secretary-General level.

UNDP works in nearly 170 countries and territories, helping to achieve the eradication of poverty, and the reduction of inequalities and exclusion. We help countries to develop policies, leadership skills, partnering abilities, institutional capabilities and build resilience, in order to sustain development results.

UNDP is working to strengthen new frameworks for development, disaster risk reduction and climate change. We support countries' efforts to achieve the new Sustainable Development Goals which will guide global development priorities for the next 10 years.

RBAS covers 17 Country Offices (with the 18th located in the occupied Palestinian territory) and one Regional Service Centre, located in Amman. Across the region, UNDP helps countries build and share their own solutions to urgent development challenges, supporting coalitions for change and connecting individuals and institutions so they can share knowledge, experience and resources. As countries develop local capacity, they draw on the people of UNDP and our wide range of regional and global partners. The regional priorities include democratic governance and peace building, sustainable development, reducing inequalities, disaster and conflict risk reduction, climate change and the advancement of women, among others.

The Regional Director is the leader of UNDP in the region as well as a member of UNDP's corporate leadership, and as such, serves as a role model for corporate values, behaviors and substantive skills.

The Director of RBAS reports to the Administrator / Associate Administrator. He/She is a member of UNDP's Executive Group and contributes to shaping and monitoring overall corporate strategic directions. He/She directs and manages the overall policy and ongoing regional programme and country office operations of the region to address priorities and achieve outcomes.

The following scope and principal functions of the position include:

- participation in UNDP's highest level corporate decision-making body, the Executive Group (EG), helping to identify and implement strategic directions for the Organization as a whole;
- building strategic partnerships with key stakeholders to carry out UNDP's mission and achieve results; and
- managing the Regional Bureau and working collaboratively and collegiately across UNDP, and in collaboration with the wider UN development system to achieve outcomes and results in line with UNDP's Strategic Plan, including by:
 - providing overall leadership and shaping strategic thinking for UNDP's engagement in the region;



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- identifying existing and emerging development challenges and priorities in the region; defining the strategic programming priorities at the regional and country levels and implementing measures to improve the quality and effectiveness of programmes;
- providing intellectual guidance for region-specific knowledge products, including Regional Human Development Reports;
- guidance to the Resident Representatives and other senior managers in Country Offices, including playing a facilitating role with host Governments, donors and counterparts as needed;
- oversight of Country Office performance and timely action on problems and challenges;
- guiding the implementation of strategies for Bureau resource mobilization and delivery;
- building and maintaining strategic partnerships for UNDP in the region, with a focus on knowledge-sharing, joint activities and resource mobilization and representing UNDP, as required, in high-level events and fora relating to the region;
- representing the Bureau in key policy, programme, management, advocacy forums and conferences;
- coordinating the UNSDG in the region, to support the UN Resident Coordinator system; advocating for greater coherence and harmonization of UN Country Teams; oversight of the performance of UNDP Resident Representatives in UN Country Teams in the region [and contribution to overall performance evaluation of UN Country Teams]; and
- supporting the implementation of UN reforms in the region, in line with corporate policies and guidance from the UN Sustainable Development Group.

The Regional Director:

- leads by example and encourages excellence, professionalism, competence, integrity and ethics and values enshrined in the UN Charter;
- guides, mentors and develops a team of senior managers in New York, the Regional Hub and Country Offices; and
- oversees and is responsible for the Bureau's operations in financial, human resources, procurement and general administration.

In order to ensure a wide pool of candidates for this position, UNDP would welcome any nominations to supplement the Secretary-General's own search and consultations. UNDP would especially welcome nominations of women candidates.

The Secretary-General is seeking an individual with:

- a strong record of progressively responsible, substantive and results achievement experience at the international level, including in development programming, resource mobilization and advocacy is especially relevant;
- experience in interagency and international cooperation, negotiation of partnerships, mobilization of resources and management of programmes are especially relevant. The candidate will have held leadership roles and demonstrated his/her ability to advocate for effective solutions;
- in-depth knowledge of crisis response activities, managing related complex situations, interagency and international cooperation, negotiation of partnerships, mobilization of resources



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and management of programmes in crisis related areas with national, regional, international entities, including the ability to influence/advance dialogue and present such material at global and regional fora; and

- senior documented experience of the UN and/or other intergovernmental institutions and international entities.

Fluency in the English language is mandatory. Fluency in Arabic is a distinct advantage and knowledge of other UN languages is welcome.

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

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)).



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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 the interests of the United Nations, should the individual be appointed to this position.

All nominations should include the curriculum vitae of the candidates with full contact information (e-mail and telephone) and must be received by **Friday, 4th November 2022**. 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.

Nominations may be sent to the following e-mail address: exo.cos@undp.org. Interested candidates may also submit their applications to exo.cos@undp.org.

Further information on the vacancy and application procedures are available on the following UNDP website: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=109463

The United Nations Development Programme avails itself of this opportunity to renew to all Permanent Missions and Observer Missions to the United Nations in New York the assurances of its highest consideration.

New York, 1st October 2022

All Permanent Missions
to the United Nations
New York, NY