

Posting Title : Director, Secretariat of the United Nations Forum on Forests, D2
Job Code Title : DIRECTOR, SECRETARIAT OF THE UNITED NATIONS FORUM ON FORESTS
Department/ Office : Department of Economic and Social Affairs
Location : NEW YORK
Posting Period : 26 October 2020-24 December 2020
Job Opening number : 20-ENV-DESA-141250-D-NEW YORK (G)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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This position is located in the United Nations Forum on Forests Secretariat (UNFFS) in the Department of Economic and Social Affairs (DESA). Under the overall guidance of the Under-Secretary-General (USG) for Economic and Social Affairs, and in cooperation with the Assistant Secretaries-General (ASGs), and within delegated authorities, the Director of the United Nations Forums on Forests Secretariat is responsible for directing and managing the subprogramme supporting UN processes related to the development and implementation of sustainable management of all types of forests at all levels in accordance with the UN Strategic Plan for Forests 2030.

Responsibilities

Within delegated authority, the Director of UNFFS will be responsible for the following:

- Directs and manages the United Nations Forum on Forests Secretariat.
- 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 Under-Secretary-General/Assistant Secretaries-General; contributes to the overall management of the Department's activities and operations.
- Provides leadership to the development of innovative and/or change management programmes.
- Mobilizes support and resources for the effective implementation of sustainable management of all types of forests at all levels in accordance with the UN Strategic Plan for Forests 2030. Supports the intergovernmental policy dialogue through the UN Forum on Forests and coordinates the Forum's input to the High-level Political Forum on Sustainable Development.
- Supports the inter-agency Collaborative Partnership on Forests (CPF) and coordinates

related UNFFS activities for the implementation of the CPF Strategic Vision towards 2030.

- Manages and directs the work of the Global Forest Financing Facilitation Network (GFFFN) including overseeing the implementation of the mandates and functions of the GFFFN.
- Formulates and implements the substantive and capacity development work programme of the UNFFS, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Supports the Under-Secretary-General in implementing mandates and initiatives that enhance the effective, efficient, and accountable delivery of the Department's work.
- Develops and supports the monitoring, assessment and reporting frameworks at global, regional and national levels, including indicators and voluntary national contributions and reports, on progress towards achieving the Global Forest Goals and associated targets.
- Implements the communication and outreach strategy of the UN Strategic Plan for Forests 2030, to raise the awareness of multiple benefits of sustainable forest management.
- Oversees the management of activities undertaken by UNFFS, ensuring that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas both within the UNFFS and the Department, and with other organizations of the United Nations system, donors and agencies as appropriate.
- Co-ordinates and oversees the preparation of publications including the Global Sustainable Development Report and parliamentary reports for presentation to intergovernmental bodies such as the United Nations Forum on Forests, the Economic and Social Council, the General Assembly and other policy-making organs, as appropriate.
- Ensures that the outputs produced by UNFFS maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by UNFFS 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 UNFFS, 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 for UNFFS taking into account geographical and gender balance and other institutional values.
- Manages, guides, develops and trains staff under his/her supervision; fosters teamwork and communication among staff in UNFFS and across organizational boundaries.
- Chairs meetings, seminars, etc., on substantive-related issues; represents the Organization and/or the Department 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.
- Performs other related duties as requested by the senior management of the Department.

Competencies

- Professionalism: Demonstrated competence and knowledge on issues in sustainable

development, including sustainable forests management; proven excellence of policy analysis and research in sustainable forests management. 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; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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.
- **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.
- **Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education

Advanced university degree (Master's degree or equivalent) in natural resources management, environmental sciences, economics, development or related area is required. A first-level university degree in combination with two 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 sustainable development, in which at least five years at the senior leadership level in international organizations and/or government is required.

Experience in research and analysis, policy formulation, and application of sustainable development principles in development programmes or related fields is required.

Experience in managing complex programmes of work and large diverse teams is required.

Experience in forest policy, forest economics or other forest-related fields is desirable.

Experience leading or coordinating analytical publications in the area of sustainable development is desirable.

Experience in providing substantive support to intergovernmental processes and meetings in development-related areas is desirable.

Experience in leading or coordinating technical assistance projects in development is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

Assessment

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Special Notice

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.

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.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 June 2020, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, South Sudan, Suriname, Timor-Leste, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela.

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

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, sexual abuse, or sexual harassment, 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. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

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.