

REFERENCE: EOSG/SLA/2024/1

Under-Secretary-General for Humanitarian Affairs, Office for the Coordination of Humanitarian Affairs (OCHA) and Emergency Relief Coordinator

The Secretariat of the United Nations presents its compliments to the Permanent and Observer Missions to the United Nations and has the honour to request the nomination of candidates for the position of Under-Secretary-General for Humanitarian Affairs, Office for the Coordination of Humanitarian Affairs (OCHA) and Emergency Relief Coordinator. This position is based in New York, USA.

The Under-Secretary-General for Humanitarian Affairs and Emergency Relief Coordinator is a member of the Secretary-General's [Senior Management Group](#), and serves as a role model for the United Nations Values (Inclusion, Integrity, Humility and Humanity) and Behaviours Framework (Connect and Collaborate; Analyse and Plan; Deliver Results with Positive Impact; Learn and Develop; Adapt and Innovate), and the desired behaviours of the [United Nations System Leadership Framework](#). The Under-Secretary-General is also a member of the [United Nations Sustainable Development Group](#), which guides, supports, tracks, and oversees the coordination of United Nations development operations in 162 countries and territories.

Background

OCHA coordinates the global emergency response to save lives and protect people in humanitarian crises. It works to overcome the obstacles that impede humanitarian assistance from reaching people affected by crises and provides leadership in mobilizing assistance and resources on behalf of the humanitarian system. In fulfilling its coordination mandate, OCHA is guided by the humanitarian principles of humanity, neutrality, impartiality and independence.

Further information on OCHA is available in the Secretary-General's Bulletin ST/SGB/1999/8 and on the following website: <https://www.unocha.org/ocha>

Call for nominations and closing date

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

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 prosecution(s) concerned.

The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidate, and that they have not 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 must be submitted through the link to the Senior Leadership Vacancies online form located at the following web address: <https://www.un.org/sg/en/vacancies/index.shtml> by Monday, 20 May 2024 (midnight New York time).

All nominations 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 Under-Secretary-General for Humanitarian Affairs, as the Emergency Relief Coordinator, is accountable to the Secretary-General. The Under-Secretary-General acts as the Secretary-General's main adviser on humanitarian issues and is responsible for all the activities of OCHA as well as its administration. The Under-Secretary-General:

- Provides leadership, on behalf of the Secretary-General, in the coordination of emergency humanitarian assistance, ensuring the timely, coherent and coordinated response of the international community to disasters and emergencies;
- Provides effective management and leadership of OCHA and prudent stewardship of its budget;
- Serves as Convenor and Chairperson of the Inter-Agency Standing Committee and the Executive Committee on Humanitarian Affairs;
- Ensures effective coordination with the political, peacekeeping, human rights and development arms of the United Nations and with United Nations agencies and non-governmental organizations involved in humanitarian response;
- Advises the Secretary-General on matters related to humanitarian assistance and the coordination thereof, as well as the impact of decisions on the independence and neutrality of humanitarian action;
- Provides leadership and guidance to humanitarian coordinators;
- Serves as a strong advocate for international humanitarian law and the principles and objectives underpinning humanitarian action Advises Member States on the appropriateness of proposed humanitarian action;
- Promotes the mobilization of international support for the United Nations system's humanitarian activities and mobilization of resources for emergency relief programmes;

- Undertakes, on behalf of the Secretary-General, missions to ongoing or incipient complex emergencies and natural disasters;
- Manages the Central Emergency Response Fund.

Skills and Expertise

The Secretary-General is seeking an individual with the following attributes:

- Recognized leader with extensive knowledge and experience of the international humanitarian system and the challenges facing the humanitarian community;
- Demonstrated experience working in partnership with national and international actors to resolve global challenges and ability to be a powerful and convincing advocate on all aspects of humanitarian issues worldwide and within the United Nations system;
- Demonstrated leadership experience with strategic vision and proven skills to manage a complex organization with staff of diverse cultural backgrounds in multiple locations, as well as the ability to mobilise various forms of support from multi-stakeholders and partners;
- Demonstrated leadership experience with proven skills in change management, reform, organizational development and leading organizational transformations;
- Demonstrated ability to work harmoniously in a multi-cultural team, and establish harmonious and effective working relationships both within and outside the organization;
- Demonstrated commitment to the values and guiding principles of the United Nations, the work and objectives of OCHA, as well as familiarity with the United Nations system.
- Demonstrated ability to provide effective coordination with the political, peacekeeping, human rights and development arms of the United Nations and with United Nations Agencies and non-governmental organizations involved in the response.

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

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, including sexual exploitation and abuse, 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 candidate that they have been involved, by act or omission, in the commission of any acts that amount to a criminal offence, including sexual exploitation and abuse, or 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, including sexual exploitation and abuse, and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law, including sexual exploitation and abuse.

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 their official duties and responsibilities, or call into question their integrity, independence and impartiality. Risk for conflicts of interest may arise from a staff member's engagement in outside (non-United Nations) employment or occupation; outside activities, including political activities; receipt of gifts, honours, awards, favours or remuneration from external (non-United Nations) 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 United Nations 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 be required to complete a 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.

The Secretariat takes this opportunity of reiterating to the Permanent and Observer Missions to the United Nations the assurances of its highest esteem.

26 April 2024