

21 February 2011

Ministry of Civil Service and Administrative Reforms
Circular Letter No 12 of 2011
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From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

UN VACANCY – Deputy Executive Director of UNEP

The United Nations Environment Programme (UNEP) is inviting applications for the post of Deputy Executive Director, UNEP.

2. The UNEP headquarters is based in Nairobi, Kenya and the nominee would have to:-
 - (i) work under the direction of the UNEP Executive Director and United Secretary General of the United Nations;
 - (ii) play a key policy leadership and management role in the delivery of UNEP's mandate;
 - (iii) provide advice and assistance to the Executive Director on substantive matters, strategic planning, management reform and the day-to-day running of UNEP;
 - (iv) oversee programme coordination and monitoring mechanisms; and
 - (v) play a key role in maintaining UNEP's relations with Governments, partners and stakeholders.
3. The applicants should meet the following criteria:-
 - (i) extensive experience and knowledge of the environmental and sustainable development agenda;
 - (ii) be a strong leader and manager with highly developed diplomatic and public policy skills, including experience at the international level; and

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- (iii) demonstrate a strong track record in organizational strategy and development, including results-based management.

4. The closing date for the submission of applications is **Monday 28 February 2011**. Interested candidates are hereby requested to forward their applications by e-mail to executiveoffice@unep.org **or** by post to the following address:-

The Executive Office
United Nations Environment Programme
P.O. Box 30552-00100
Nairobi
KENYA

5. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all officers serving in your Ministry/Department.

(S. Seebaluck)
Senior Chief Executive

Copy to:
Secretary to Cabinet and Head of the Civil Service

or/Circular/UNEP