



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND
INSTITUTIONAL REFORMS
MAURITIUS**

22 April 2022

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No 26 of 2022
E/152/48/15/ V17

From: **Secretary for Public Service**
To: **Supervising Officers in Charge of Ministries/Departments**

**Call for Nominations – Assistant Administrator and Director, Regional Bureau for Europe and the
Commonwealth of Independent States, UNDP**

The United Nations Development Programme (UNDP) is inviting applications from appropriately qualified candidates for the position of Assistant Administrator and Director, Regional Bureau for European and the Commonwealth of Independent States.

2. Details regarding the above mentioned vacancy may be accessed on the following website of the UNDP: <https://www.undp.org/>. A copy of the Note Verbale is enclosed for ease of reference. Please note that all nominations should include the curriculum vitae of the candidates and the deadline for submission is **02 May 2022**. Nominations can also be made at exo.cos@undp.org.

3. For any additional information/queries, interested parties are requested to liaise with the Ministry of Foreign Affairs, Regional Integration and International Trade.

4. It would be appreciated if the content of this Circular Letter could be brought to the attention of all officers serving in your respective Ministries/Departments.

V Seedoyal
for Secretary for Public Service

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



NOTE VERBALE

The United Nations Development Programme (UNDP) presents its compliments to all Permanent 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 Europe and the Commonwealth of Independent States (RBEC), UNDP at the Assistant Secretary-General level.

UNDP works in nearly 170 countries and territories. Anchored in the 2030 Agenda for Sustainable Development and committed to the principles of universality, equality and leaving no-one behind, UNDP's priorities are set in its Strategic Plan (2022 - 2025), aiming to help countries achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shocks. The Strategic Plan sets out a vision for the evolution of UNDP over the next four years, responding to a changing development landscape and the evolving needs of our partners.

The RBEC covers 18 Country Offices and one Regional Service Centre. 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 staff of UNDP and our wide range of regional and global partners. The regional priorities include democratic governance, sustainable development, reducing inequalities, disaster and conflict risk reduction and the advancement of women, among others.

The 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, behaviours and substantive skills.

The Director of RBEC 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, 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;
- Managing the Regional Bureau and working collaboratively and collegiately across UNDP, 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;
 - 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;
 - Providing 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;
 - Overseeing Country Office performance and ensuring 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;
 - Serving as vice Co-chair of the collaborative platform in the region, to support the UN Resident Coordinator system; and advocating for greater coherence and harmonization of UN Country Teams;
 - Supporting the implementation of UN reform initiatives 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 the ethics and values enshrined in the UN Charter;

- Guides, mentors and develops a team of senior managers in New York, the Istanbul Regional Hub, and Country Offices;
- Oversees and is responsible for the Bureau's operations in financial, human resources, procurement and general administration.

Further information on UNDP is available on the following website: <http://www.undp.org/>
Interested candidates may submit their applications using the following link: exo.cos@undp.org

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 co-operation, negotiation of partnerships, mobilization of resources and management of programmes are especially relevant. The candidates will have held leadership roles and demonstrated his/her ability to advocate for effective solutions;
- The candidates should have in-depth knowledge of crisis response activities, managing related complex situations, interagency and international cooperation, negotiation of partnerships, mobilization of resources 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;
- The candidates should have experience of the UN and/or other intergovernmental institutions and international entities.

Languages

English and French are the working languages of the United Nations. For this position, fluency in English is required. A working knowledge of another 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, 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)).

Short-listed individuals will also be required to complete the pre-appointment declaration of interests for senior positions form, 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 **2 May 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 also be sent to **exo.cos@undp.org**

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



To all Permanent Missions
to the United Nations
New York, NY