



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

01 April 2019

Ministry of Civil Service and Administrative Reforms
Circular Letter No 21 of 2019
E/152/48/15V16

From: **Supervising Officer**

To: **Supervising Officers in Charge of Ministries/Departments**

Call for nominations

The Executive Office of the Administrator of the United Nations Development Programme is inviting nominations, from appropriately qualified candidates, for the following post:-

	Post	Deadline for submission of nominations
(i)	Assistant-Secretary General and Director, Bureau of Management Services, UNDP	Friday 05 April 2019

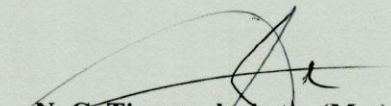
2. Details regarding the above mentioned post can be accessed on the UNDP Website: <http://www.undp.org/> and the principal functions of the role and the requirements are outlined in the attached document.

3. Your attention is sought to the fact that all nominations should include a curriculum vitae of the candidates and must be sent to the Secretariat, UNDP. Nominations may also be sent to: exo.cos@undo.org;

4. The UNDP especially welcome nominations of women candidates.

5. Your attention is also invited to the fact that the onus to re-verify the authenticity/genuineness of the report of vacancy prior to the submission of personal data rests with the applicant.

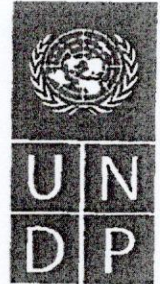
6. It would be appreciated if the contents of this Circular could be brought to the attention of all officers serving in your Ministries/Departments.


N. G. Tiroumalechetty (Mrs)
for Supervising Officer

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

389 a

United Nations Development Programme



*Empowered lives.
Resilient nations.*

The Executive Office of the Administrator of the United Nations Development Programme presents its compliments to the Permanent Missions to the United Nations and has the honour to request the nomination of candidates for the position of Assistant Secretary-General and Director, Bureau of Management Services, United Nations Development Programme (UNDP).

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, or Global Goals, which will guide global development priorities for the next 15 years.

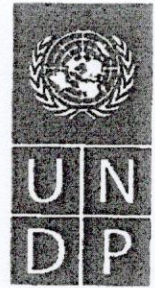
The Bureau of Management Services (BMS) is the central operations Bureau in UNDP Headquarters that supports the organization in the following areas: human resources, finance and administration, budget, procurement, information management and technology, legal affairs, security, and multi-partner trust funds. It provides operational/management infrastructure services and solutions for UNDP to achieve programme and development results.

BMS oversees policy adherence in operations/management, safeguarding UNDP's accountability vis-à-vis United Nations Member States and other relevant partners. BMS is based in UNDP Headquarters, New York, with out-posted presence in Denmark, Malaysia, and a small number of geographical clusters.

The BMS Director reports to the Administrator. He/She is a member of UNDP's Executive Group and contributes to shaping and monitoring overall corporate strategic directions. The Bureau Director leads the Bureau to deliver high performance and quality on three critical business functions:

- Corporate services which are customer focused, providing efficient, reliable, responsive and quality services;
- Strategic corporate advice in key areas, including a strategy to ensure financial sustainability, a people capability strategy and an improved performance management system; and
- Governance, compliance and risk management.

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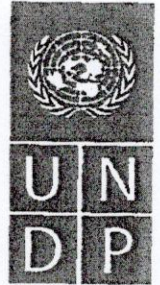
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The principal functions of the position include the following:

- Participates in UNDP's highest level corporate decision making body, the Executive Group (EG) contributing to strategic directions for the organization as a whole;
- Leads and manages BMS and works collaboratively and collegiately across UNDP to achieve outcomes and results in line with UNDP's Strategic Plan and Annual Business Plan;
- Shapes strategic thinking, including formulation of operations/management strategies, policies, and business processes/solutions in line with best practice;
- Provides strategic direction and support to all aspects of operations/management and business support services of UNDP including human resources, finance and administration, budget, procurement, legal affairs, information systems and technology (ICT), security, management consulting services, and Multi-Partner Trust Funds;
- Identifies existing and emerging challenges and priorities in UNDP's operations/management system, analyses them, implements measures to improve effectiveness and efficiencies and pursues innovative solutions;
- Acts as the Chief Procurement Officer of UNDP;
- Performs functions linked to staff separation, disciplinary measures and legal disputes as per UNDP's Legal Framework for Addressing Non-Compliance with UN Standards of Conduct and other legal instruments;
- Leads enterprise risk management (ERM) and promotes an optimum accountability system for the organization.
- Builds relevant strategic partnerships with key stakeholders, both internal and external, to carry out UNDP's mission and achieve results;
- Leads and advises on UNDP positioning on management areas in support of UN Reform efforts;
- Represents UNDP and leads inter-agency dialogue and initiatives in the area of management at the CEB High Level Committee on Management (HLCM) and other high-level forums;
- 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 BMS senior managers in New York, Copenhagen, and other out-posted offices;
- Oversees and is responsible for Bureau's operations in financial, human resources, procurement and general administration.

Competencies required for this position are:

Strategic Thinking - demonstrated ability to identify high level strategic issues, opportunities and risks, develop organizational strategies to meet objectives, and generate and communicate organizational direction and expected outcomes to all stakeholders.



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Leadership - proven track record of excellent management, leadership and representation skills; demonstrated effectiveness in establishing productive relationships and networks to achieve outcomes; strong people management skills; demonstrated competence for incorporating gender perspectives; demonstrated personal drive and commitment to organizational objectives; proven experience in leading change and shifting organizational culture.

Achieves Results - demonstrated ability to provide strategic direction in the provision of high quality corporate services; demonstrated excellence in successful management of a complex portfolio of corporate responsibilities including sharp analytical ability and translating goals into practical implementation strategies; proven ability to build organizational capability and responsiveness to achieve outcomes; mature judgment and initiative.

Communication - influential and confident oral and written communication skills; proven ability to negotiate persuasively and achieve objectives; proven ability to establish and maintain effective inter-personal relationships in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Professionalism - ability to work collaboratively and collegiately with internal and external stakeholders to achieve corporate goals; capacity to anticipate and address difficult issues; demonstrated commitment to acting ethically and with integrity and commitment to the values enshrined in the UN Charter.

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:

- Advanced university degree in management and development - related disciplines, such as Economics, Business Administration, Public Administration or other relevant areas.
- A minimum of 15 years of relevant professional experience, with a strong record of progressively responsible, substantive experience and results achievement in the corporate management field, particularly in large organisations. Senior experience at the international level, including in operations/corporate functions, inter-agency and international co-operation, negotiation of partnerships and management of resources are especially relevant. The candidate will have held leadership roles and demonstrated his/her ability to advocate for effective solution.
- Experience of the UN and/or other intergovernmental institutions and international entities, including International Finance Institutions.



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.

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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

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.

Further information on UNDP is available on the following website: <http://www.undp.org/>

All nominations should include the curriculum vitae of the candidates and must be sent to the Secretariat by 5 April 2019. 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.

New York, 23 February 2018

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