

REFERENCE: BOSG/SLA/2025/4

### **Administrator of the United Nations Development Programme**

The Secretariat of the United Nations 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 Administrator of the United Nations Development Programme (UNDP). This position is based at United Nations Headquarters in New York.

The Administrator of UNDP is a member of the Secretary-General's Senior Management Group, bringing advice on sustainable development aspects. The Administrator serves as a role model for the United Nations Values (Inclusion, Integrity, Humility and Humanity) and Behaviours (Connect and Collaborate; Analyse and Plan; Deliver Results with Positive Impact; Learn and Develop; Adapt and Innovate) Framework, and the desired behaviours of the United Nations System Leadership Framework.

In accordance with General Assembly resolution 1240 (XIII) of 14 October 1958, after having consulted with the Executive Board of UNDP, the Secretary-General appoints the Administrator, subject to confirmation by the General Assembly. The Administrator shall be appointed for a term of four years, or for a shorter period, and shall be eligible for reappointment.

### **Background**

UNDP plays a pivotal role in international development, working in 170 countries and territories to eradicate poverty and reduce inequality. UNDP was established in 1965 by the General Assembly of the United Nations. Its work is centred around areas that are key to the achievement of the 2030 Agenda and the Sustainable Development Goals. These include poverty and inequality; governance; environment and energy, grounded on strong climate action; gender equality; and financing and technologies for development.

UNDP works with the wider UN development system to help countries develop policies, partnerships and institutional capabilities to achieve Sustainable Development. UNDP also provides various operational and administrative services to other UN agencies, especially at country level, including procurement services and common services like office space and IT, based on mutual agreements.

The Executive Board of UNDP, UNFPA and UNOPS is made up of representatives from 36 countries around the world who serve on a rotating basis. Through its Bureau, consisting of representatives from five regional groups, the Board oversees and supports the activities of UNDP, UNFPA and UNOPS, ensuring that the organizations are efficient in their operations and responsive to the evolving needs of programme countries and the implementation of the 2030 Agenda.

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

#### *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, entitled UN Policy of 11 December 2012 on Human Rights Screening of UN Personnel, 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 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, 26 May 2025 (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*

As Chief Executive of UNDP, the Administrator is responsible and accountable to the Executive Board for all phases and aspects of UNDP activities, as well as for the activities of the UNDP administered programmes and funds: United Nations Capital Development Fund (UNCDF), United Nations Volunteers (UNV) and the United Nations Office for South-South Cooperation (UNOSSC). The Administrator also serves as the vice-chair of the UN Sustainable Development Group (UNSDG). The Administrator plays, therefore, a key role in ensuring alignment to system-wide priorities and agreements, in particular as determined by the General Assembly (quadrennial comprehensive policy reviews) and the ECOSOC; as well as in supporting the collective work of the UNSDG to ensure coherent, effective and efficient UN support to SDG implementation at country level.

#### Functions and responsibilities of the Administrator include the following:

- Provides overall leadership and direction on substantive and managerial matters pertaining to sustainable development, including direct oversight of the major elements of the work programme.
- Identifies broad strategies required for the integrated treatment of development and interrelated issues in the areas of poverty eradication and reducing inequalities; governance; environment and energy grounded on strong climate action; gender equality; and financing and technologies for



development to achieve sustainable development and build resilient societies and economies.

- Ensures the effective implementation of the Strategic Plan of UNDP toward achievement of the SDGs - including by ensuring alignment of country programme documents to UN Sustainable Development Cooperation Frameworks- and monitors key aspects of the organizational performance, ensuring institutional and operational effectiveness.
- Ensures overall stewardship of the effective use of the Organization's resources, identifying major existing or emerging strategic and resource related challenges in the organization and steering the organisation towards solutions.
- Provides guidance and oversees implementation and operationalization of Executive Board programmes of UNCDF, UNOSSC and UNV.
- As Vice-Chair of the UNSDG, works collaboratively with the Chair of the UNSDG in setting system-wide strategic priorities, operationalising system-wide policies or guidance, and fostering coherent action for development results at scale and continuous improvement in the system's pursuit of efficiencies.
- As a member of the UNSDG, champions and promotes inter-agency collaboration, supports the development and implementation of system-wide priorities in support of country efforts towards the SDGs, and ensures steps are taken for implementation by UNDP – especially at country level.
- Leveraging UNDP's role as co-chair of the Joint Steering Committee to advance humanitarian/development collaboration (JSC), provides leadership in support of collective efforts by the UNSDG to ensure synergies between development and humanitarian work, and stronger linkages to peace activities, to enable the advancement of sustainable development outcomes.
- Engages Governments and the diverse range of partners whose contributions are vital for SDG achievement.

#### *Education, Skills and Expertise*

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

- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations, such as intergovernmental, international non-governmental or multinational private sector entities;
- Demonstrated intellectual leadership, creativity and proven ability to propose new ideas and lead on sustainable development, as well as on new ways of working to ensure greater humanitarian and development collaboration and stronger linkages to peace activities, to address the root causes of conflict and humanitarian need, and developing effective institutions, capacities and resilience for inclusive sustainable development and lasting peace;
- Proven track record of change management, reform implementation and accomplishments at the regional, national or international level with strong resource mobilization, political and diplomatic skills;
- Demonstrated ability to work harmoniously in a multi-cultural team and establish collaborative and effective working relationships both within and outside the organization;

- Proven ability to inspire, encourage, build trust and confidence and also consensus, stimulate effective actions and campaigns, and drive collective action among a broad spectrum of people and organizations at global, regional and country levels;
- High commitment to the values and guiding principles of the United Nations and familiarity with the United Nations system, including peacekeeping, human rights, humanitarian and development settings and challenges.

### *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 prosecution(s) concerned. The nominating Government is also requested to certify that it is not aware of any allegation(s) against its nominated candidate that they have been involved, by act or omission, in the commission of any act(s) 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.

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

11 April 2025