

All correspondence should be addressed to
The Permanent Secretary
Tel: +260-211-252666/252708
Fax: +260-211-252675
Email: foreignsk@zamtel.zm
Website: www.foreignaffairs.gov.zm



REPUBLIC OF ZAMBIA

MINISTRY OF FOREIGN AFFAIRS

D(R & P)

Charter House
Independence Avenue
P. O. Box 50069
Lusaka

Dev

Am

wml

21/9/21

MFA/104/12/4

17th September, 2021

The Permanent Secretary
Public Service Management Division (PSMD)

LUSAKA



RE: VACANCY ANNOUNCEMENT: UNITED NATIONS CHILDREN'S FUND

With reference to the above subject matter, I forward herewith, Note Verbale No. EOSG/SLA/2021/5, dated 20th August, 2021 from the United Nations Secretariat in New York, requesting for nomination of candidates to the Position of Executive Director of United Nations Children's Fund (UNICEF) from the Member States. The position is under Secretary General level based in New York.

It is recommended for Zambia to present candidates at that level to enhance participation in the International Organisations. In this regard, kindly advertise to relevant Ministries, Institutions, the Civil Service as well as the General Public.

Submitted for your urgent kind attention.

Amb. Chalwe Lombe
Permanent Secretary – IR&C
MINISTRY OF FOREIGN AFFAIRS

CC: The Permanent Representative
Permanent Mission of the Republic of Zambia
to the United Nations
NEW YORK

REFERENCE: EOSG/SLA/2021/5

Executive Director of the United Nations Children's Fund (UNICEF)

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 Executive Director of the United Nations Children's Fund (UNICEF). This position is at the Under-Secretary-General level and is based in New York, USA.

The Executive Director of UNICEF is a member of the Secretary-General's Senior Management Group, and as such, serves as a role model for the Organization's core values (Integrity, Professionalism and Respect for Diversity) and the desired behaviours of the United Nations System Leadership Framework. The Executive Director 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.

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

Background

UNICEF works in over 190 countries and territories to protect the rights of every child and improve the lives of children and their families, focusing special efforts on reaching the most vulnerable and excluded children, to the benefit of all children, everywhere. UNICEF supports child health and nutrition, safe water and sanitation, quality education and skill building, HIV prevention and treatment for mothers and babies, the protection of children and adolescents from violence and exploitation and is one of the world's largest providers of vaccines. UNICEF is funded exclusively by voluntary contributions of governments, intergovernmental organizations, foundations, the private sector and individuals, with the largest share coming from the public sector. UNICEF National Committees, an integral part and unique feature of UNICEF's global organization, collectively raise around one-third of UNICEF's annual income. The work of UNICEF is guided by the UNICEF Executive Board, which provides intergovernmental support and oversight to the organization, in accordance with overall policy guidance of the United Nations General Assembly and the Economic and Social Council.

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

In accordance with resolution 57 (I) of 11 December 1946, the Secretary-General of the United Nations shall appoint the Executive Director, in consultation with the Executive Board.



Nominations must be submitted through the following website:
<https://www.un.org/sg/en/vacancies/index.shtml> by Monday, 20 September 2021
(midnight New York time).

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 violations of international human rights law or international humanitarian law.

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 Executive Director is accountable to the Secretary-General and supports the Secretary-General in advancing the United Nations system reform. The Executive Director leads UNICEF, in accordance with General Assembly mandates to support Member States' efforts to meet the challenges of the 2030 Agenda for Sustainable Development and the Sustainable Development Goals, ensuring national leadership and ownership. During emergencies and in humanitarian contexts, UNICEF provides children and their families with the essential interventions required for protection, to save lives and to ensure the rights of all children, delivering a continuum of support that bridges humanitarian action and investments in sustainable development. The Executive Director is a member of the Secretary-General's Senior Management Group, whose objective is to ensure strategic coherence and direction in the work of the Organization, and the United Nations System Chief Executives Board for Coordination that ensures effective system-wide coordination and collaboration in activities relating to children. The Executive Director also participates on a regular basis in the Secretary-General's Executive Committee, which takes decisions on issues of strategic consequence across all pillars of UN work, when items relevant to UNICEF's work are discussed.

Under the policy directives of the Executive Board, the Economic and Social Council and the General Assembly, the UNICEF Executive Director:

- Guides UNICEF in the pursuit of its mission and sets strategic objectives for the organization;
- Serves as a global advocate for children, creating a global constituency for children and advocating the objectives UNICEF seeks to achieve;
- Mobilizes political will at the highest level to take action and/or provide resources in support of a "first call for children" and implementation of the United Nations Convention on the Rights of the Child;



- Serves as the lead advocate for children within the United Nations system and maintains coordination with relevant United Nations organizations and delegations to the United Nations toward implementation of the Sustainable Development Goals;
- Provides leadership in the planning, coordination and direction of UNICEF activities, leading organizational strategic planning and setting organizational priorities;
- Ensures that the organization is structured, directed and managed to fulfil its mission in accordance with all applicable rules, regulations and policies, and recommends to the Executive Board changes in, or the development of, policies as required;
- Provides leadership in management excellence, including ensuring that accountabilities are understood, strengthened and exercised;
- Recommends to the Executive Board approval of programmes of cooperation and budgets; and reports on progress, key activities and organizational performance;
- Provides oversight and policy direction on the administration of UNICEF offices and staff, procurement and supply operations, the management of finances, communication and information;
- Oversees fund-raising and income-generating activities, as well as the expenditures of the organization, in conformity with Executive Board policy;
- Ensures gender is mainstreamed throughout the work of UNICEF by assessing the implications for men and women, boys and girls of any planned action, including policies or programmes in all areas and at all levels, and fosters an enabling environment for gender equality and open communication among staff and across organizational boundaries;
- Exercises collaborative leadership by contributing to setting system-wide strategic priorities, joint policy formulation and decision-making of the United Nations Sustainable Development Group, as well as to operationalizing system-wide policies or normative guidance for the UN's sustainable development activities.
- Provides input and guidance to United Nations reform and ensures the implementation by UNICEF of the Secretary-General's reform proposals and decisions of the Executive Committee, Senior Management Group and Chief Executives Board;
- Discharges any other duties that may be assigned to the Executive Director by the Secretary-General.



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 an intergovernmental, international non-governmental or multinational private sector entities;
- Demonstrated understanding of the significance of the pace, scale and the opportunities and challenges in advancing the rights and well-being of children for inclusive and sustainable development, backed by a track record of high impact interventions to protect and empower children and their families, particularly the most vulnerable;
- Demonstrated record of setting clear standards for accountability, probity, value for money and risk management and zero tolerance to fraud and corruption; for ensuring sound and transparent financial management; and delivering continuous improvement in the organizational impact, efficiency and effectiveness of UNICEF and in system-wide results;
- Demonstrated intellectual leadership, creativity and proven ability to propose new ideas and lead on new ways of working across silos to address legislation, norms and standards to protect the rights of children and improve the lives of children and their families everywhere;
- Proven track record of change management 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 harmonious and effective working relationships both within and outside the organization;
- Proven ability to inspire, encourage, build trust and confidence and also build consensus, stimulate effective campaigns and drive collective action among a broad spectrum of people and organizations;
- 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 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 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-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 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 also 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 Missions to the United Nations the assurances of its highest esteem.

20 August 2021