

## Deputy Chief (MFS), D-1

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**DEADLINE FOR APPLICATIONS:** 29 May 2009  
**DATE OF ISSUANCE:** 30 Mar 2009  
**ORGANIZATIONAL UNIT:** United Nations Environment Programme  
**DUTY STATION:** Montreal  
**VACANCY ANNOUNCEMENT NUMBER:** 09-PGM-UNEP-420732-R-MONTREAL

The Executive Director reserves the right to appoint a candidate at a level lower than the advertised level of the post. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

### Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

[More Info](#)

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## United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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### Responsibilities

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. The Secretariat of Multilateral Fund (MFS) for the Implementation of the Montreal Protocol is dedicated to reversing the deterioration of the Earth's ozone layer. It was established in 1991 to assist developing countries to meet their Montreal Protocol commitments in complying with the control measures of the ozone-depleting substances. The Fund Secretariat in Montreal assists the Committee in this task. The Secretariat is administered by UNEP and is located in Montreal. Under the direct supervision of the Chief Officer and under the overall supervision of the Executive Director, UNEP, the incumbent will perform the following tasks: 1) Advising and participating with the Chief Officer in the formulation and implementation of the Multilateral Fund operational policies and strategies by inter alia: a) Coordinating the development of the Multilateral Fund strategic plan, operational policies, evaluation policies and guidelines to ensure the financial viability and quality of operations of the Fund; b) Overseeing the incorporation of policy decisions and strategic guidance; c) Supervising the development of the programme and budget of the Fund and oversee its implementation; d) Interacting with the implementing and bilateral agencies high level representatives on operational policies, and providing strategic guidance to the Senior Programme Management team on project review and resource allocations. 2) Advise and provide major input into the organization of Executive Committee meetings by: a) Prioritizing and identifying issues of interest to ExCom members; b) Developing and managing evaluation systems to facilitate the coordination of working modalities with the Implementing Agencies and Governments and by maintaining effective high level liaison with key stakeholders; c) Maintaining high level liaison with senior representatives of Parties, Implementing Agencies, United Nations Development Programme, United Nations Industrial Development Organization, World Bank, UNEP and other bilateral organizations; d) Managing relations with major Article 5 countries. 3) Managing the operation of the Multilateral Fund and submissions to the Executive Committee by: a) Guiding and preparing policy papers on issues arising from the operation of the Multilateral Fund for the Executive Committee's consideration; b) Supervising the review of submissions by the implementing agencies; c) Supervising and coordinating MFS information management strategy and communications; d) Providing leadership in fostering United Nations values and privileges through setting performance objectives and standards for the technical review team and conducting appraisal systems and establishing short and long term goals; e) Deputizing for the Chief Officer and performing any other tasks as assigned by the Chief Officer on the day to day management and operation of the Fund Secretariat.

### Competencies

**Professionalism:** Demonstrated competence in programme management, policy making, planning and monitoring. Incumbent should be conscientious and efficient in observing deadlines, achieving results. Take accountability for goals and challenges.

**Communication:** Effective and distinct communication ability with excellent written and verbal communications skills. Ability to defend, explain with tact and diplomacy difficult positions addressing key policy issues.

**Judgment and Decision Making:** Good judgment and ability to find solutions to difficult situations and negotiating suitable arrangements for the programme and the organization as a whole.

**Leadership:** Proven track record of excellent managerial/leadership skills. Proven knowledge and record of building and managing teams and creating an enabling environment, including the ability to effectively lead and supervise. Ability to develop strategies and empower others to accomplish objectives and achieve set goals.

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## QUALIFICATIONS

## Education

Advanced university degree in environmental or technical sciences, management or related disciplines.. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

## Work Experience

At least 15 years working experience in change management, financial analysis, modeling and strategic planning, monitoring and evaluation, team and office management, human resource management and institutional strengthening or related field, of which 10 should be at the international level with some experience in a senior management position. Experience as a manager of a complex scientific and technical environmental programme. Work experience in developing countries in a relevant professional field, particularly in international assistance programmes is desirable.

## Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

## Other Skills

Excellent computer skills (Microsoft Office, email, internet) are required.

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**The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).** English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.**

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

## How to apply

All applicants are strongly encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Because applications submitted by United Nations (UN) staff members are considered first, provided the eligibility requirements set out in ST/AI/2006/3 are met and the application is submitted in a timely fashion, staff members should apply within 15-day or 30-day mark.

Online applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please go to "My UN" page and check the status of your application by clicking on "View Application History", and resubmit the application, if necessary.

1. To start the application process, applicants are required to register by opening a "My UN" account. Go to Login, and Register as a User. Fill in the form and choose a User Name and Password.
2. After opening the account, applicants may apply for vacancies using the Personal History Profile (PHP) provided. Once the PHP has been completed for a particular vacancy, it can be saved and used for future applications. The PHP may be updated, when necessary, for future applications.
3. In completing the PHP, please note that all fields marked with an asterisk must be completed.
4. UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the appropriate Human Resources Office (HRO)/Personnel Office (PO) to the email address below, clearly indicating the vacancy announcement number. In case you have no access to the digitizing equipment, please submit hard copies of the two latest PAS reports to the relevant HRO/PO via fax.

**E-mail: [Recruitment@unon.org](mailto:Recruitment@unon.org),**

**Fax: 254-20-762-4212**

**Please see the Frequently Asked Questions, if you encounter problems when applying.**