

UNITED NATIONS

NATIONS UNIES

INTERNATIONAL CIVIL SERVICE  
COMMISSION

COMMISSION DE LA FONCTION  
PUBLIQUE INTERNATIONALE

## VACANCY ANNOUNCEMENT

Posting Title : EXECUTIVE SECRETARY, D2  
Job Code Title : EXECUTIVE SECRETARY  
Department/ Office : International Civil Service Commission  
Location : NEW YORK  
Posting Period : 8 October to 22 November 2025  
Job Opening number : ***25-ADM-ICSC-239505-D-NEW YORK (R)***

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

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### Org. Setting and Reporting

This position is located in the secretariat of the International Civil Service Commission (ICSC). Its mandate is to regulate and coordinate the conditions of staff serving in organizations of the United Nations Common System. The Commission established policies and formulated guidelines with respect to matters under its Statute and conducts its programme of work through the staff of its secretariat. The ICSC secretariat provides advisory and technical support to the Commission, including on the development of new approaches towards human resources management. The secretariat also advises the UN common system organizations on the implementation of decisions taken by the Commission.

The Executive Secretary reports to the Chair of the Commission and is the chief executive officer of the ICSC secretariat. He/she is responsible for strategic planning and policy guidance to the three substantive divisions of the Secretariat. The Executive Secretary is responsible for the development and implementation of the programme and work and the budget, as well as oversight and coordination of the technical and administrative activities of the secretariat.

### Responsibilities

Within delegated authority, the incumbent will be responsible for the following duties:

- Under the direction of the Chair of the Commission, leads on the development and implementation of the secretariat's action plan and programme of work, based on the needs of the Commission and its decisions.

- Drives change within the secretariat. In the near future, this includes a complete review of the secretariat's information technology infrastructures; being involved in the planning for continuous updates of the post adjustment methodology; the implementation of the recently revised local salary survey methodology and direct involvement and leadership in the work for the present Comprehensive Review of the Compensation Package.
- As key player of the senior management team, advises the Chair on emerging substantive, administrative and logistical issues.
- Advises on financial and administrative implications of the programme of work approved by the Commission and effectively manages the resources of the Commission, including its secretariat.
- Promotes the work of the Commission by fostering an environment of cooperation and dialogue between the Commission, the organizations, the staff federations and Member States. Establishes and maintains good working relationships with counterparts in the organizations of the common system, in particular the CEB HR Network. Represents and speaks on behalf of the secretariat at meetings with common system and other organizations and at other fora.
- Promotes the United Nations common system and guides international organizations who seek membership.
- Seeks coherence across common system organizations in the implementation of decisions and recommendations made by the Commission; identifies areas of variance and directs the preparation of interpretation guidelines for the benefit of participating organizations.
- Manages and leads the day-to-day operation and work of the secretariat. In accordance with the Commission's programme of work, develops and manages the work programme and budget of the secretariat. Provides managerial guidance to Division Chiefs and directs studies in all areas of the Commission's work. Coordinates the secretariat technical activities; reviews draft reports and documents, ensuring that outputs are clear and objective, meet the required standards and are based on comprehensive data. Ensures staff development and training. Fosters teamwork and communication among staff members and Divisions of the ICSC secretariat.
- Presents and defends the proposed budget and/or work plan before the UN Controller, the CEB Finance & Budget Network, the Advisory Committee on Administrative and Budgetary Questions (ACABQ), the Committee for Programme and Coordination (CPC) and other intergovernmental bodies. Coordinates exchanges with oversight bodies, such as the Joint Inspection Unit (JIU) or the UN Office of Internal Oversight Services (OIOS).
- Facilitates the smooth running of Commission sessions by coordinating with the UN Secretariat and other common system organizations to ensure the provision of high-quality conference services. Proposes the agenda of sessions. Participates substantively in meetings, providing technical explanations when necessary. Ensures that documents for the sessions are prepared in accordance with pre-agreed schedules and are concise and clear. Articulates the Commission's position and provides technical responses at Informal meetings of the Fifth Committee of the General Assembly.

## Competencies

**Professionalism:** Demonstrated expertise in developing innovative human resource management policies and systems, in particular in organizations of the United Nations common system. Demonstrated ability to analyze complex and sensitive data and information and report on it cogently. Ability to identify and develop key strategic issues and to

successfully prioritize activities in order to accomplish objectives. Ability to establish and maintain relationships with a broad range of people, groups and organizations to understand needs and gain support, as evidenced in previous work assignments. Ability to strategically assess options and act based on conditions in the work environment, and the vision and values of the organization. Committed to the achievement of broad organizational goals and effective programme delivery taking ownership for and demonstrating sound judgement in all areas of responsibility. Understanding of the operations and needs of the common system organizations. Ability to present ideas with clarity and conviction both orally and in writing. Excellent communicator with effective listening and negotiation skills. Excellent leadership, interpersonal and coaching skills, demonstrated ability to lead and develop staff working in different occupations and teams. Effective leader with the ability to identify key strategic issues, opportunities and risks, as proven in prior leadership positions in international organizations. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

**Planning and organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

**Leadership:** Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**Judgement/decision making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or

makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

### **Education**

An advanced university degree (Master's degree or equivalent degree) in human resources, public or business administration, law or related field is required. A first-level university degree in combination with two additional years of qualifying experience (i.e., in this case, over 17 years of relevant experience) may be accepted in lieu of the advanced university degree.

### **Job Specific Qualifications**

#### **Work Experience**

Over 15 years of progressively responsible experience in administration or related area, including experience in policy or in leadership positions in human resources management in international environment is required.

Experience in cooperating with several international organizations being part of the common system would be a plus to implement the work programme of the secretariat.

Experience in managing staff, leading teams, and working in a multicultural environment is required.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and French is required. Knowledge of another official UN language is desirable.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **Special Notice**

The appointment against this position is limited to the International Civil Service Commission (ICSC).

The appointment or assignment and renewal thereof are subject to the availability of the post or funds, budgetary approval or extension of the mandate.

The United Nations is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

An impeccable record for integrity and professional ethical standards is essential. All staff at the D1 Level and above are required to submit a financial disclosure statement upon appointment and annually thereafter.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities.

### United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under

conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position-specific job openings and does not apply to temporary positions.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislation of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications to be considered for the current job opening. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised will be removed at 11:59 p.m. (New York time) on the deadline date.

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

**ALL APPLICANTS:** Please complete a copy of the United Nations application form (Personal History Form P.11), at <http://unicsc.org/resources/general/vacancies/p11.doc> or a UN Personal History Profile (PHP), quoting the vacancy number, along with a cover letter and send to: [icsc-icscebox@un.org](mailto:icsc-icscebox@un.org).