

No.12/4/2022-FA(UN)  
Government of India  
Ministry of Personnel, Public grievances and Pensions  
Department of personnel & Training

North Block, New Delhi  
Dated the 4<sup>th</sup> June, 2024

To,

1. Secretaries,  
All Ministries/Department of the Government of India
2. The Chief Secretaries,  
All State/UT Governments

**Sub: Proposal of MEA for circulation of vacancy notification of United Nations inviting nominations for the position of Assistant Secretary-General for Policy Coordination, United Nations Department of Economic and Social Affairs (UN DESA) at UN Headquarters in New York –reg.**

Sir/Madam,

Ministry of External Affairs vide their I.D. Note No. Q/PA-I/575/05/2024 dated 28/05/2024 (copy enclosed) has informed this Department that United Nations has sought nomination of candidates for the position of Assistant Secretary- General for Policy Coordination, United Nations Department of Economic and Social Affairs (UN DESA) at UN Headquarters in New York.

2. Vacancy notice of the United Nations thereby, inviting nominations for the above position and containing the details of duties & responsibilities and the eligibility criteria etc, is enclosed herewith. **All nominations should include a cover letter and the curriculum vitae of the candidate and must be sent to the UN Secretariat latest by 14<sup>th</sup> June 2024. Nominations may also be sent by Email to [undes@un.org](mailto:undes@un.org).**

3. Officers of the level of Joint Secretary and Director (with minimum of 15 years of service) in the Government of India and the State Governments may consider to apply for the above post by following the due procedure duly laid down in United Nations' Vacancy notification dated 15/05/2024. **As the role of DoP&T in the matter is restricted only upto circulation of vacancy, no further reference with regard to submission of application need to be sent by the applicants to this Department.**

Yours faithfully,

  
(Sakshi Mittal)  
Director (SM)  
[Email-dirism@nic.in](mailto:Email-dirism@nic.in)

Copy for information to:

Ms. Udita Gaurav, Deputy Secretary (FSP & Cadre), Ministry of External Affairs, Room No. 37, South Block, New Delhi, w.r.t. I.D. Note No. Q/PA-I/575/05/2024, dated 28/05/2024.

No. Q/PA-I/575/05/2024  
Ministry of External Affairs  
(Administration Division)

128

**Subject: Nomination of candidates for the position of Assistant Secretary–General for Policy Coordination, United Nations Department of Economic and Social Affairs (UN DESA) at UN Headquarters in New York.**

The United Nations Secretariat is calling for nomination of candidates for the position of Assistant Secretary–General for Policy Coordination, United Nations Department of Economic and Social Affairs at UN Headquarters in New York.

2. UN DESA provides guidance and leadership to promote and support international cooperation in the pursuit of sustainable development for all. The Assistant Secretary–General for Policy Coordination, UN DESA will report to the Under-Secretary-General for Economic and Social Affairs with responsibilities of providing advice on intergovernmental processes and policy development and cooperation in the economic and social fields to the Secretary-General and the relevant intergovernmental bodies.

**3. Skills and Expertise:**

- a) An advanced university degree (**Master's degree or equivalent**) in Economics, Humanities, Public or Business Administration, or Social Sciences. A PhD is desirable.
- b) Minimum of 20 years of experience in the field of Economic and Social Affairs combined with the extensive and demonstrated experience in providing direction and leadership in intergovernmental processes.

4. The responsibilities for the post and further requirement/ qualifying experience for the same may be seen at **Annexure 'A'**.

5. All nominations should include a cover letter and the curriculum vitae of the candidate and must be sent to UN Secretariat latest by 14 June 2024. Nominations may also be sent to [undesa@un.org](mailto:undesa@un.org).

6. DoPT is requested to disseminate the above mentioned vacancy circular for the position of Assistant Secretary–General for Policy Coordination, United Nations Department of Economic and Social Affairs at UN Headquarters in New York amongst the officers of Joint Secretary rank and Director rank (with minimum of 15 years of service).

  
(Udit Gaurav)

Deputy Secretary (FSP & Cadre)  
Room No. 37, South Block, New Delhi  
Tel No. 011-23011650

Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

Kind Attn: Director (SM)  
Room No. 20, North Block, New Delhi.

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MEA ID Note No. Q/PA-I/575/05/2024 dated 28 May 2024

# United Nations Nations Unies

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REFERENCE: DESA-24/00885

The Secretariat of the United Nations presents its compliments to the Permanent Missions of Member States to the United Nations and has the honour to request the nomination of candidates for the position of Assistant Secretary-General for Policy Coordination in the United Nations Department of Economic and Social Affairs (UN DESA), New York, USA.

The Assistant Secretary-General for Policy Coordination is a member of the Secretary-General's Global Leadership Team, 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.

## ***Background***

UN DESA provides guidance and leadership to promote and support international cooperation in the pursuit of sustainable development for all. Further information on UN DESA is available on the following website: <https://www.un.org/development/desa/en/>

## ***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, 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 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 should include a cover letter and the curriculum vitae of the candidates and must be sent to the Secretariat by 14 June 2024. Nominations may also be sent to [undes@un.org](mailto:undes@un.org).

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 Assistant Secretary-General for Policy Coordination supports the Under-Secretary-General with his responsibilities of providing advice on intergovernmental processes and policy development and cooperation in the economic and social fields to the Secretary-General and the relevant intergovernmental bodies.

Under the leadership of the Under-Secretary-General for Economic and Social Affairs, the Assistant Secretary-General for Policy Coordination supports the delivery of the programme of work of UN DESA, with specific attention to Subprogramme 2 on Inclusive Social Development, Subprogramme 4 on Statistics, Subprogramme 5 on Population, and Subprogramme 8, the UN Forum on Forests Secretariat. The Assistant Secretary-General:

#### **Policy Co-ordination and Inter-Agency Affairs:**

- a) Advises on practical approaches to operationalize the strategic vision and priorities of the Department;
- b) Provides policy guidance to DESA Divisions and Offices on substantive and thematic issues to ensure the effective formulation and delivery of the Department's mandated programme of work in the respective areas;
- c) Identifies and advises on strategic opportunities that leverage DESA's comparative advantage into deliverable programmes and projects linked to the relevant subprogrammes that are within the competence and mandate of the Department;
- d) Provides substantive support with regard to system-wide issues of coordination, policy development and cooperation.
- e) Provides strategic and policy advice on approaches to address the development priorities and issues of countries in special situations, including least developed countries, landlocked developing countries, small island developing States, and Africa in the context of the internationally agreed development goals and the outcomes of global conferences in the relevant areas;
- f) Facilitates collaboration between DESA Divisions and United Nations Sustainable Development Group (UNSDG) entities to ensure coherent mandate delivery;
- g) Strengthens cooperation with the regional commissions, including through enhanced joint programming and other collaborative initiatives related to the work of the relevant subprogrammes;
- h) Strengthens the Department's capacities for policy analysis and knowledge production in the respective areas;
- i) Supports the Under Secretary-General in his engagement with the UNSDG;

- j) Engages Member States to present the priorities and work programme of the Department and support their collective efforts in the areas within DESA's mandate;
- k) Asserts the Department's position at the forefront of sustainable development policy.

**Intergovernmental Support:**

- l) Provides guidance to DESA Divisions on the Department's support in relation to the above-specified areas to the intergovernmental process, in particular the General Assembly, its Second and Third Committees, and the Economic and Social Council and its subsidiary bodies, and the High-Level Political Forum, ensuring that this support reflects effective internal coordination;
- m) Provides policy advice and coordination in promoting normative work in the respective intergovernmental processes;
- n) Ensures that the Department's support to the intergovernmental process on areas covered by the above subprogrammes, is delivered in a coordinated, coherent and consensus-driven manner;

***Skills and Expertise***

The Secretary-General is seeking an individual with:

- Minimum of twenty years of experience in the field of economic and social affairs, combined with extensive and demonstrated experience in providing direction and leadership in intergovernmental processes, strategic and managerial experience in negotiation, change management, advocacy and stakeholder participation and managerial responsibility for large, multi-disciplinary and multi-cultural teams;
- Demonstrated policy making experience on global economic and social issues;
- Demonstrated leadership experience with strategic vision and proven skills in managing complex organizations;
- Impeccable personal and professional integrity;
- Broad knowledge of sustainable development issues, and ability to build consensus amongst stakeholders;
- Proven knowledge and expertise in intergovernmental process, in particular the General Assembly, its Second and Third Committees, and the Economic and Social Council and its subsidiary bodies, and the High-Level Political Forum;
- Proven experience in providing policy advice and coordination in promoting normative work; proven experience in providing strategic and policy advice on approaches to address development priorities and issues of countries in special situations;
- Firm commitment to the work and objectives of the United Nations;
- Demonstrated understanding of the United Nations system, including, of current economic and development challenges;
- Advanced university degree (Masters or equivalent) in economics, humanities, public or business administration, or social sciences is required, A PhD is desirable.

## 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 his/her official duties and responsibilities, or call into question his/her 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,

133

the UN 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 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.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.

15 May 2024