



**United Nations  
Environment  
Programme**



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EXECUTIVE COMMITTEE OF  
THE MULTILATERAL FUND FOR THE  
IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Sixty-eighth Meeting  
Montreal, Canada, 3-7 December 2012

**Addendum**

**RECRUITMENT PROCESS FOR THE POSITION OF CHIEF OFFICER OF THE  
MULTILATERAL FUND SECRETARIAT (DECISION 67/37).**

This document is issued to add the letter dated 7 November 2012 from Mr. Achim Steiner, UNEP's Executive Director, to Mr. Xiao Xuezhi, Chairman of the Executive Committee, on the subject matter.

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# UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement      Programa de las Naciones Unidas para el Medio Ambiente  
Программа Организации Объединенных Наций по окружающей среде      برنامج الأمم المتحدة للبيئة  
联合国环境规划署



Our Reference:      EO/MFS/sab

Date:      7 November 2012

Dear Mr. Xiao Xuezhi,

As you are aware the position of Chief Officer, of the Multilateral Fund, (MFS) at the D2 level is expected to fall vacant on 30 September 2013, due to the retirement of the current incumbent, Ms. Maria Nolan.

In order to ensure the timely appointment of the new Chief Officer, to the full satisfaction of the Parties and in full compatibility with the UN rules and regulations for recruiting staff members at the D2 Level, UNEP is in the process of reviewing the past practices in the selection of the Chief Officer in line with the terms of reference of the Executive Committee . This includes considerations related to the advertisement of the job opening; application by and assessment of interested candidates; recommendation for selection; and the selection decision itself.

As a first step, I have contacted the UN Office of Human Resources Management and the UN Office for Legal Affairs, in order to obtain an update on their assessment on the selection process. I will report back to you as soon as their guidance becomes available to me.

I am fully aware of the important role the Executive Committee and you as its Chairman are expected to play in the recruitment of the Chief Officer. I am confident that the whole process can be easily conducted within the established, applicable UN rules and regulations, as has been done in similar, recent recruitment processes.

I look forward to continuing our excellent cooperation and to further strengthening the delivery of the Multilateral Fund Secretariat.

Please do not hesitate to contact me should you require any information in this regard.

Yours Sincerely,

Achim Steiner  
Executive Director

Mr. Xiao Xuezhi  
Chair  
Executive Committee of the Multilateral Fund  
c/o MLF Secretariat  
Montreal  
Canada

C.c      Ms. Maria Nolan  
         Chief Officer  
         Multilateral Fund Secretariat

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