



**United Nations
Environment
Programme**

Distr.
GENERAL

UNEP/OzL.Pro/ExCom/69/37/Add.1
13 April 2013

ORIGINAL: ENGLISH



EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Sixty-ninth Meeting
Montreal, 15-19 April 2013

Addendum

**RECRUITMENT PROCESS FOR THE POSITION OF CHIEF OFFICER OF THE
MULTILATERAL FUND SECRETARIAT
(FOLLOW-UP TO DECISIONS 67/37 AND 68/46)**

This document is issued to include the note from the UNEP's Executive Office on the Recruitment Process of the Chief Officer of the Multilateral Fund Secretariat received on 13 April 2013.

NOTE FROM UNEP EXECUTIVE OFFICE ON THE RECRUITMENT PROCESS FOR THE MLF CHIEF OFFICER

TO : THE EXECUTIVE COMMITTEE CHAIRPERSON, Ms FIONA WALTERS

FROM : MICHELE CANDOTTI, CHIEF, UNEP's EXECUTIVE OFFICE

CC : Ms Maria Nolan, CO, MLF

Ms B. Bendahmane, Senior Administrative and Fund Management Officer

DATE : 12TH APRIL 2013

Dear Ms Walters,

Please refer to our previous correspondence on this matter. I would like to take this opportunity to provide you with a brief outline of key matters related to the above recruitment process.

Vacancy Announcement

It is confirmed that the Vacancy Announcement's deadline is now set at the 24th April 2013 instead of the 14th April 2013, as originally established.

Selection Process

- We are working on the assumption that that oral interviews will take place on 21st and 22nd of June 2013 in Bangkok, as earlier communicated by the MLF Chief Officer. I am able to confirm that the Executive Director has already booked this slot in his calendar and he will be available to co-chair the interview panel as agreed.
- Applicants' names and applications would be released by Inspira managers and availed to us on or before 30th April 2013. We shall forward all applications, electronically, to the designated Executive Committee's panel members immediately upon receipt of the applications, with precise instructions regarding pre-selection modalities to facilitate a consensus decision on the shortlisting of candidates. Copy of the applications will be also availed, in parallel, to Ms B. Bendahmane, who we suggest acts as our focal point within the MLF Secretariat.

- As communicated earlier, a 3 – phased selection process is suggested, as follows:

1. Desk review of applications.

A desk review of applications will be carried out in order to establish a “long - list” of about 20 eligible candidates to be admitted to a simultaneous written test. Desk review will be done in 2 steps:

- a. First step (automated, through the Inspira system), where key admissibility criteria will be checked by Inspira against the minimum requisites spelt out in the Vacancy Announcement (education and working experience);
- b. Second step, where a qualitative review and ranking of the applicants will be conducted according to a set of scores / criteria (see example in Annex 1).

Members of the panel will play an active role in the qualitative review and ranking of applications, in order to establish a long list of candidates to be admitted to the written test. Panel Members will be provided with specific guidance and materials for this purpose.

2. Written test.

A written test will be administered to the candidates declared eligible after the desk review phase. It will be simultaneous and the subject will be suggested by UNEP Secretariat in close consultation with the Co-Chairs and the designated Panel Members. Written tests will be marked by Panel members and subsequently ranked in order to arrive at a final short - list of some 5 – 8 candidates to be admitted to the oral interview.

Panel Members will be provided with detailed guidance and tools to assess / mark the written tests by the UNEP Executive Office.

3. Oral Interview.

The 5 – 8 shortlisted candidates will be interviewed by the Panel in Bangkok on 21st and 22nd of June 2013. Interviews will be in person, unless candidates themselves will specifically opt for a teleconference / videoconference interviews.

After the oral interviews, the panel will finalise its assessment and deliberations, thus providing the Executive Director of UNEP with the names of the 3 selected candidates to be proposed to the Secretary General for his final decision.

- If the selection process is concluded according to the above timeline, it is estimated that the ED’s recommendations will reach the Secretary General by the end of June / beginning of July 2013 and that a final decision by the SG would be communicated during the month of July 2013.

Formalisation of Working Procedures of the Selection Committee's Participants

The key decisions that the MLF Executive Committee will have to take are:

1. To **agree** on the above 3 – phased selection process (desk review, written test and oral interviews);
2. To **designate** the individual panelists in representation of the Executive Committee;
3. To fully **delegate** the Executive Committee Chair and the designated panelists to work inter-sessionally, in order to conduct the desk – review, assess the written tests and finalise the shortlist of candidates to be admitted to the final, oral interview;
4. To **confirm** the dates for the oral interviews (21st and 22nd June 2013) or provide alternative dates;
5. To **establish** the best feasible modalities for UNEP's Executive Office to provide regular updates to the Executive Committee on the progress made on each of the 3 selection phases (through the MLF Secretariat, through the Chair, etc).

In order to facilitate you, as a Chair, in this process, and in agreement with UNEP Executive Director, Mr Steiner, I shall make myself available to meet you in person as soon as the applicants' list is released and made available to the Committee, in order to plan the next steps in detail to the satisfaction of the Panel Members.

In the meantime, unfortunately, unexpected developments have prompted Mr Steiner to request my presence in Nairobi for the whole of next week and it is unlikely that I'll be able to travel to Montreal as planned. However, I shall be available to connect and meet with you through video or conference call in order to provide answers to any question that may be raised. I'll liaise with the Chief Officer and the Senior Administrative and Fund Management Officer of the MLF Secretariat in order to make myself available for the upcoming Executive Committee meeting in Montreal, next week.

Best regards

Michele Candotti



Michele Candotti
Chief, Executive Office and Principal Adviser to the Executive Director
UNEP

**VACANCY ANNOUNCEMENT - MLF CHIEF OFFICER, D-2
ASSESSMENT MATRIX**

Candidate's Name			
Nationality			
Gender			
Age			
EDUCATION (MAX 10)			
Advanced university degree at masters or preferably Ph.D level would be required with preference in economics, business administration, finance, public administration or any other relevant field.			
WORK EXPERIENCE (MAX 30)			
At least 15 years managerial experience related to policy development, project evaluation and implementation, with at least 7 years at a senior level. Extensive knowledge of the UN charter bodies, policy and decision-making structure, UNEP policy and global environment issues. Formal and/or practical training in staff management, policy analysis and development, environmental planning, programming and budgeting.			
LANGUAGES (MAX 10)			
Fluency in oral and written English essential. Good working knowledge of another United Nations official language an asset			
OTHER SKILLS			
Experience in dealing with international organizations and national governments. The position requires political sensitivity and tact.			
TOTAL SCORE (MAX 50 Points)			
NOTES			