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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Eighty-seventh Meeting
Montreal, 28 June-2 July 2021¹

**REPORT ON THE PROGRESS MADE ON THE RECRUITMENT PROCESS FOR THE
POSITION OF CHIEF OFFICER OF THE SECRETARIAT OF THE MULTILATERAL FUND
(DECISION 86/2(H))**

1. At its 86th meeting, the Executive Committee decided:
 - “(e) To approve the vacancy announcement for the post of the fourth Chief Officer as contained in Annex I to the report of the 86th meeting;
 - (f) To request UNEP to launch the vacancy announcement referred to in sub-paragraph (e) above, in the United Nations Inspira human resources gateway and to facilitate the selection process;
 - (g) To establish a selection panel consisting of three members representing Article 5 Parties, three members representing non-Article 5 Parties, and two representatives of UNEP, including the Executive Secretary of the Ozone Secretariat, that would review all applications, interview leading candidates and make a recommendation, on the understanding that:
 - (i) The Secretariat would work with Executive Committee members intersessionally to identify the three representatives of Article 5 Parties and the three representatives of non-Article 5 Parties, which would include the Chair of the Executive Committee, to serve on the selection panel;
 - (ii) The Executive Committee would decide on the composition of the selection panel at its 87th meeting;
 - (iii) The selection panel would be co-chaired by a representative of UNEP and the Chair of the Executive Committee in 2021 in his capacity as first reporting officer;

¹ Online meetings and an intersessional approval process will be held in June and July 2021 due to coronavirus disease (COVID-19)

- (iv) UNEP would assist the selection panel throughout the process of selecting the candidates and would provide a briefing on the use of the established interviewing method within the United Nations; and
- (h) To request the Secretariat to report on the progress made on the recruitment process at the 87th meeting.” (decision 86/2)

2. The present document is prepared in response to decision 86/2(h). It comprises the following four parts:

- I: Update of the job opening (JO) status
- II: Establishment of the selection panel
- III: Tentative timeline of the recruitment process
Recommendations

Part I: Update of the JO status

3. As a follow up to decision 86/2(g), a request to launch the post in Inspira was initiated by the Office of the Executive Director (OED) shortly after the 86th meeting. The job description was submitted for reclassification by the Office of Human Resources Management (OHRM) in New York to confirm the level and the title of the post and to be in line with the recently approved United Nations standards on competencies. The JO of the post of the Chief Officer, attached as Annex I to the present document, was launched in Inspira on 20 June 2021, with a closing date of 3 August 2021.

Part II: Establishment of the selection panel

Nomination of non-Article 5 members and Article 5 members in the selection panel

4. As a follow-up to decision 86/2, on 1 June 2021, the Chief Officer kindly requested the assistance from the Chair and the Vice-Chair of the Executive Committee, in identifying the representatives to serve on the selection panel and provide the names by 12 June 2021. Subsequently, the Secretariat received nominations of Ms. Annie Gabriel (Australia) and Mr. John Thompson (United States of America) through the Chair on 16 June 2021, and Mrs. Liana Ghahramanyan (Armenia), Mr. Li Yonghong (China) and Ms. Erika Spiess (Paraguay) through the Vice-Chair on 23 June 2021, to serve on the panel after their consultation and reaching agreement with non-Article 5 members and Article 5 members, respectively.

Nomination of the two UNEP representatives

5. As a follow-up to decision 86/2(g), on 18 May 2021, the Chief Officer wrote to the UNEP Executive Director, Ms Inger Anderson, requesting the name of a UNEP representative, in addition to the Executive Secretary of the Ozone Secretariat, who would participate in the selection panel. The reply from the Executive Director of 28 May 2021 indicating her joining as co-chair of the panel and confirming that Ms. Meg Seki’s participation as Executive Secretary of the Ozone Secretariat, is attached as Annex II of the present document.

Part III: Tentative timeline of the recruitment process

6. Based on the JO deadline of application of 3 August 2021, an indicative timeline is suggested below:

- 3/08/2021: Closing date of the JO

- 15/08/2021: Release by OHRM of the complete list of applicants available from Inspira (2 weeks)
- 31/08/2021: Hiring manager to review the all list and release of the long list (2 weeks)
- 14/09/2021: Intersessional consultations of the selection panel, and composition of the interview list (modalities to be decided)
- 15/09/2021: Invitation for interviews be sent out to candidates with one week notice and one hour training on competency based interviews to the panel prior to the interviews
- 4- 6/10/2021: Interviews (2-3 days depending on number of shortlisted candidates)
- 13/10/2021: Deadline to submit the panel report with recommendation to the Senior Review Group (1 week)
- 15-18/11/2021: Report on progress to the 88th meeting

7. As a follow-up to decision 86/2(g)(iv), the UNEP Executive Director, in the same letter of 28 May 2021 advised that Mr. Rafael Peralta, Chief of Staff, would assist the selection panel throughout the process of selecting the candidates and would provide a briefing on the use of the established interviewing method within the United Nations.

Recommendations

8. The Executive Committee may wish to:

- (a) Note:
 - (i) The report on the progress made on the recruitment process for the position of chief officer of the secretariat of the multilateral fund (decision 86/2(h)) contained in document UNEP/OzL.Pro/ExCom/87/55;
 - (ii) The Job Opening for the post of fourth Chief Officer with a closing date of 3 August 2021 as contained in Annex I to the present document;
 - (iii) The reply from the Executive Director to the Chief Officer of 18 May 2021 regarding the two UNEP representatives in the selection panel;
- (b) Approve the establishment of a selection panel composed of Ms. Annie Gabriel (Australia), Mr. Alain Wilmart, Co-Chair (Belgium), Mr. John Thompson (United States of America) representing non-Article 5 countries, and Mrs. Liana Ghahramanyan (Armenia), Mr. Li Yonghong (China) and Ms. Erika Spiess (Paraguay), representing Article 5 countries; and Ms Inger Anderson, Co-Chair and Ms. Meg Seki (Ozone Secretariat), representing UNEP;
- (c) Request the members of the selection panel to work intersessionally on the matters within its purview, including the definition of the selection process, the dates for the interview virtually and the assessment matrix for attributing scores to candidates and;
- (d) Request the selection panel to report through the Chair of the Executive Committee to the 88th meeting on progress made on the selection process of the Chief Officer.

Posting Title : Chief Officer, D2
Job Code Title : EXECUTIVE SECRETARY
Department/ Office : United Nations Environment Programme
Location : MONTREAL
Posting Period : 20 June 2021-3 August 2021
Job Opening number : 21-Administration-UNEP-156440-D-MONTREAL (X)
Staffing Exercise : N/A

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

Org .Setting And Reporting

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The Multilateral Fund (MFS) for the Implementation of the Montreal Protocol is dedicated to reversing the deterioration of the Earth's ozone layer and phasing down hydrofluorocarbon controlled under the Montreal Protocol. It was established in 1991 to assist developing countries to meet their Montreal Protocol commitments in complying with the control measures specified under the Montreal Protocol. The Fund Secretariat is administered by UNEP. This post is located in UNEP/MFS at the Montreal duty station. Under the guidance and instruction of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol, the Incumbent will assist the Executive Committee in the discharge of its functions and report to it.

Responsibilities

Directing the development of the Multilateral Fund strategic plan, operational policies and guidelines. Developing three-year budgets and plans for the Multilateral Fund for consideration by the Executive Committee. Managing the financial resources and developing plans and strategies on the basis of available financial resources. Managing relations with, and coordinating the work of the implementing agencies of the Multilateral Fund: UNDP, UNEP, UNIDO and the World Bank. Establishing and managing effective relations with Article 5 countries to promote environmental issues and ensure the achievement of the Montreal Protocol phase-out and phase down targets of controlled substances. Directing the assessment of activities and projects established on the basis of developing countries' compliance needs. Effectively managing the Secretariat by providing leadership in fostering UN values and principles through setting performance objectives and standards, conducting performance

appraisals, assessing staff training needs, and establishing short- and long-term goals and objectives. Perform any other duties as may be assigned.

Competencies

PROFESSIONALISM: Shows pride in work and in achievements; demonstrates professional competence; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.**ACCOUNTABILITY:** Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.**COMMUNICATION:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately 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.**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. Demonstrates knowledge of strategies and commitment to the goal of gender balance instaffing.**MANAGING PERFORMANCE:** Delegates the appropriate responsibility, accountability and decision making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff; Encourages risk-taking and supports creativity and initiative; Actively supports the development and career aspirations of staff; Appraises performance fairly.

Education

An advanced university degree (Master's or equivalent) in economics, business administration, finance, public administration or related area is required. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of fifteen (15) years of progressively responsible experience in policy development, project evaluation and implementation is required. At least seven (7) years of experience at a senior level is required. Experience working with the Montreal Protocol, the Multilateral Fund or other multilateral financial institutions and funds is desirable. Experience in dealing with international organizations and national governments is desirable. Work

experience in policy and decision-making structure is desirable. Work experience with the United Nations or similar international organizations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Working knowledge of another UN languages is an advantage. NOTE: "fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

Assessment

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

Special Notice

This position is open for recruitment for an initial period of one year and may be subject to extension. All staff at the D2 level and above are required to submit a financial disclosure statement upon appointment and annually thereafter. An impeccable record for integrity and professional ethical standards is essential. For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 November 2020, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brazil, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-Bissau, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Namibia, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, South Sudan, Suriname, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela. 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. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. Internal Applicants – when completing the PHP, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you. Individual contractors and consultants who have worked within the UN Secretariat in the last six months, irrespective of the administering entity, are ineligible to apply for professional and higher temporary or fixed-term positions and their applications will not be considered. 1. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. 2. If you do not receive an email acknowledgement within 24 hours of submission, your application may not have been

received. In such cases, please resubmit the application, if necessary. If the problem persists please seek technical assistance through the Inspira "Need Help?" link. 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. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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 the 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. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, Inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the Inspira account-holder homepage. 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 legislations 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 according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

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.

Reference: UNE-2021-00835

28 May 2021

Dear Mr. Ganem,

I wish to acknowledge with thanks receipt of your letter dated 18 May 2021, in you which you shared an update on the recruitment process of the fourth Chief Officer of the Multilateral Fund and the related decisions undertaken at the Executive Committee meeting held online on 6 April 2021.

In regard to the decisions undertaken on the recruitment process for the selection of the Chief Officer, I am pleased to report that, further to the approval of the vacancy announcement by the Executive Committee, the job announcement has been sent for clearance by the Office of the Human Resources of the United Nations Secretariat. I anticipate that the position will be launched in the coming weeks.

I am pleased to confirm that I will be joining as the co-chair of the selection panel along with the Chair of the Executive Committee. Noting the preference of a member of the Executive Committee to nominate the Executive Secretary of the Ozone Secretariat to join the selection panel, I would be happy to include Ms. Meg Seki and we will liaise with the Ozone Secretariat on the same. As the United Nations Secretariat follows competency-based system of interviews, closer to the date of the interviews, I have asked Mr. Rafael Peralta, Chief of Staff of the United Nations Environment Programme, to liaise with the selection panel to provide a briefing on the use of the established interviewing methods.

In addition, I would like to inform you that Mr. Peralta will be representing me at the 87th meeting of the Executive Committee, scheduled to take place virtually from 25 to 28 June 2021, where *inter alia*, the Executive Committee is expected to establish the selection panel.

My thanks and appreciation for your engagement and cooperation on this matter.

Yours sincerely,



Inger Andersen
Executive Director

Mr. Eduardo Ganem
Chief Officer
Multilateral Fund Secretariat
Montreal, Canada