



গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
জনপ্রশাসন মন্ত্রণালয়
চুক্তি ও বৈদেশিক নিয়োগ শাখা
www.mopa.gov.bd



নম্বর : ০৫.০০.০০০০.১৪৬.২৪.০২৯.২১-৩৬৯

তারিখ: ০৭ ভাদ্র ১৪২৮
২২ আগস্ট ২০২১

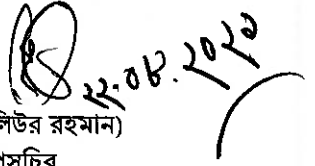
বিষয়: কেনিয়ার নাইরোবিতে অবস্থিত UN-HABITAT এ Deputy Executive Director পদে নিয়োগ সংক্রান্ত।

সূত্র : পররাষ্ট্র মন্ত্রণালয় হতে প্রাপ্ত স্মারক নং-১৯.০০.০০০০.১১৪.০৬.০১৪.২০-৫৩৪, তারিখ : ১৭ আগস্ট ২০২১

উপর্যুক্ত বিষয় ও সূত্রোক্ত স্মারকের পরিপ্রেক্ষিতে কেনিয়ার নাইরোবিতে অবস্থিত UN-HABITAT এ Deputy Executive Director পদে নিয়োগ বিজ্ঞপ্তি সদয় অবগতি ও প্রয়োজনীয় কার্যক্রম গ্রহণের নিমিত্ত নির্দেশক্রমে এতদসঙ্গে প্রেরণ করা হলো। UN-HABITAT কর্তৃক উল্লিখিত যোগ্যতাসম্পন্ন আগ্রহী প্রার্থীগণকে Curriculum Vitae ও প্রয়োজনীয় তথ্যসহ তাঁদের চাকরি নিয়ন্ত্রণকারী মন্ত্রণালয়/বিভাগের মাধ্যমে আগামী ২৫ আগস্ট ২০২১ তারিখ অফিস চলাকালীন সময়ের মধ্যে আবেদন (হার্ড কপি ও সফট কপিসহ) প্রেরণ করার জন্য অনুরোধ করা হলো।

০২। UN-HABITAT সংক্রান্ত বিস্তারিত তথ্য www.unhabitat.org হতে পাওয়া যাবে। উল্লেখ্য, নির্ধারিত তারিখের পরে কোন আবেদন গ্রহণযোগ্য হবে না।

সংযুক্তি : বর্ণনামতে ০৭ (সাত) পৃষ্ঠা।


(মোঃ অলিউর রহমান)
উপসচিব
ফোন : ৯৫৭৪৫৬১
confapp@mopa.gov.bd

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়) :

- ০১। মন্ত্রিপরিষদ সচিব, মন্ত্রিপরিষদ বিভাগ/মুখ্য সচিব, প্রধানমন্ত্রীর কার্যালয়।
- ০২। সিনিয়র সচিব/সচিব-----মন্ত্রণালয়/বিভাগ।
(তঁার নিয়ন্ত্রণাধীন সকল কর্মকর্তা/সংস্থার মধ্যে বিতরণের নিমিত্ত নির্দেশনা প্রদানের অনুরোধ করা হলো)
- ০৩। মহাপরিচালক, বাংলাদেশ কর্মচারী কল্যাণ বোর্ড/মুদ্রণ ও প্রকাশনা অধিদপ্তর।
- ০৪। রেজিস্ট্রার, বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র/বাংলাদেশ সিভিল সার্ভিস (প্রশাসন) একাডেমি, ঢাকা।
- ০৫। মহাপরিচালক, বিয়াম।
- ০৬। অতিরিক্ত সচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ০৭। বিভাগীয় কমিশনার (সকল)।
- ০৮। পরিবহন কমিশনার, সরকারি যানবাহন অধিদপ্তর।
- ০৯। যুগ্মসচিব, পিএসিসি, জনপ্রশাসন মন্ত্রণালয় (সংযুক্ত বিজ্ঞপ্তি জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য অনুরোধ)।
- ১০। যুগ্মসচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ১১। উপসচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ১২। সিনিয়র সিস্টেমস্ এনালিস্ট, পিএসিসি, জনপ্রশাসন মন্ত্রণালয় (সংযুক্ত বিজ্ঞপ্তি জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের ব্যবস্থা গ্রহণের জন্য অনুরোধ)।
- ১৩। সিনিয়র সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয় (সিনিয়র সচিব মহোদয়ের সদয় অবগতির জন্য)।
- ১৪। অফিস কপি/মাস্টার ফাইল।

নম্বরঃ ১৯.০০.০০০০.১১৪.০৬.০১৪.২০/১০৪

তারিখঃ ১৭ আগস্ট ২০২১

বিষয়ঃ কেনিয়ার নাইরোবিতে অবস্থিত UN-HABITAT এ Deputy Executive Director পদে প্রার্থী মনোনয়ন প্রসঙ্গে।

উপর্যুক্ত বিষয়ে নির্দেশিত হয়ে জানানো যাচ্ছে যে, কেনিয়ার নাইরোবিতে অবস্থিত UN-HABITAT এ সহকারী মহাসচিব পদমর্যাদায় Deputy Executive Director পদে নিয়োগের জন্য মনোনয়ন আহ্বান করা হয়েছে। এ সংক্রান্ত প্রাপ্ত নোট ভার্ভাল ও সংযুক্তিসমূহ এতৎসঙ্গে সংযুক্ত করা হলো।

২। সদয় অবগতি ও প্রয়োজনীয় কার্যার্থে নির্দেশক্রমে প্রেরণ করা হল।

সংযুক্তিঃ বর্ণনামতে

ডায়েরী নং- ৩৪৫
তারিখ- ২৪/৮/২০
মুগ্ধসচিব/উপসচিব (উনি)
উপসচিব (উনি-১/৩)
মুগ্ধসচিব/উপসচিব (মাপ্র/অঃ ও ননি)
উপসচিব (মাপ্র-২)
উপসচিব (ননি)
মুগ্ধসচিব/উপসচিব (শ্রেণণ ও চুক্তি)
উপসচিব (শ্রেণণ-১)
উপসচিব (চুক্তি ও বৈনি)
উপসচিব (এপিডি)

17.08.21

(মো. আরিকুজ্জামান তিয়াব)

সহকারী সচিব (নিয়োগ ও প্রশিক্ষণ)

ফোনঃ ৯৫৫৫৩২০

ইমেইলঃ aspando@mofa.gov.bd

সিনিয়র সচিব

জনপ্রশাসন মন্ত্রণালয়

বাংলাদেশ সচিবালয়, ঢাকা

(দূ.আ.: অতিরিক্ত সচিব, এপিডি অনুবিভাগ)

Handwritten signature and initials.

জনপ্রশাসন মন্ত্রণালয়
স.স. (শ্রেণণ ও চুক্তি) অধিশাখা
ডায়েরী নম্বর: ৩৪৫
তারিখঃ ২৪/৮/২০
শ্রেণণ - ১
শ্রেণণ - ২
চুক্তি ও বৈ. নি.

জনপ্রশাসন মন্ত্রণালয়
এ পি ডি অনুবিভাগ
চুক্তি ও বৈদেশিক নিয়োগ শাখা
ডায়েরী নং ৩৫২
তারিখ ২২/৮/২০

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Ref: UNH-SGB-O-21420

The United Nations Human Settlements Programme (UN-Habitat) presents its compliments to the Permanent and Observer Missions to UN-Habitat in Nairobi and to the United Nations in New York and has the honour to request nomination of candidates for the position of Deputy Executive Director, at the Assistant Secretary-General level, based in Nairobi, Kenya.

UN-Habitat is the United Nations programme working for a better urban future. Its mission is to promote socially and environmentally sustainable and inclusive human settlements development and the achievement of adequate shelter for all. The work of UN-Habitat is guided by the governance bodies of the United Nations, namely, the General Assembly including through the Economic and Social Council, and the United Nations Habitat Assembly and its two inter-sessional bodies, the Committee of Permanent Representatives and the Executive Board.

The Deputy Executive Director reports to and supports the Executive Director in advancing the United Nations system reform and providing the necessary institutional and system changes within UN-Habitat, in accordance with General Assembly mandates to support Member States' efforts to meet the challenges of the 2030 Agenda for Sustainable Development and the complementary New Urban Agenda, while ensuring national leadership and ownership.

In requesting nominations for this position, UN-Habitat is seeking an individual with:

- Ability to conceptualise, inspire, and convey strategic vision from the spectrum of development experience;
- Capacity & track record in fundraising to deliver the New Urban Agenda;
- Demonstrated skills in respecting diversity, consultation and participation;
- Demonstrated diplomatic, cultural sensitivity and negotiating skills;
- Strong partnering, people management, and resource mobilisation skills;
- Ability to provide information, tools and resources to support work achievement;
- Demonstrated ability to plan and organise work with a clear and deliberate focus, ensuring commitments are easily identified and progress is widely communicated;
- Demonstrated ability to develop a supportive team environment that empowers and encourage individuals to demonstrate initiative;
- A solutions-oriented individual with skills in aligning normative and operational work and resolving challenges in the implementation of urban solutions in the field.
- Strong interpersonal, communication and presentation skills;
- High commitment to the values and guiding principles of the United

peacekeeping, human rights, humanitarian and development settings and challenges.

Attached is the terms of reference of the position. Further information on UN-Habitat is available on the following website: <http://www.unhabitat.org>

In order to ensure a wide pool of candidates for this position, UN-Habitat welcomes any nominations to supplement the Secretary-General's own search and consultations. UN-Habitat would especially welcome nominations of women candidates. All nominations should include a cover note and curriculum vitae of the candidates with full contact information (telephone and e-mail) and must be sent to UN-Habitat by 31 August 2021.

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.

Nominations may also be sent to unhabitat-oed@un.org

Languages

English and French are the working languages of the United Nations. For this position, fluency in oral and written English is required. Knowledge of French is desirable. A working knowledge of another United Nations official language is 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, is not currently under investigation or being prosecuted for, any criminal offence, 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)' 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. 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.

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.

Conflicts of Interest

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, 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 United Nations Human Settlements Programme avails itself of this opportunity to renew to the Permanent and Observer Missions to UN-Habitat in Nairobi and to the United Nations in New York the assurances of its highest consideration.

4 August 2021



Permanent and Observer Missions
to UN-Habitat, NAIROBI

Permanent and Observer Missions
to the United Nations, NEW YORK.

UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Job Description

Post Information	
Post Title and Level:	Deputy Executive Director, Assistant Secretary General
Duty Station:	Nairobi, Kenya
United Nations Core Values: Integrity, Professionalism, Respect for Diversity	
Functions/Key Results Expected	
<p>The Deputy Executive Director, who is accountable to the Executive Director and acts as Officer-in-Charge during the Executive Director's absence from headquarters, supports leadership of organisational reform and manages the day-to-day operation of UN-Habitat, ensuring that its activities support the implementation of the New Urban Agenda and the achievement of the Sustainable Development Goals. Her/his functions may include:</p> <ul style="list-style-type: none"> * Assisting the Executive Director in leading and managing an innovative, dynamic, diverse and high-performing organisation that respects diversity, ethics and integrity, incorporates the gender perspective in all areas of the work programme, and has a strong focus on results; • Shaping the programmatic direction of UN-Habitat by guiding the work of the three Divisions (Programmes, External Relations, Management and Operations), ensuring that UN-Habitat's operations are optimally aligned to overall UN and organisational goals; • Providing strategic guidance to UN-Habitat's policy development, budget planning, resource mobilisation, and supervising the work of the independent evaluation section; • Ensuring an integrated approach to managing the operations of UN-Habitat; identifying strategic opportunities for integration, synergy, and cost savings to optimise the value-for-money of the organisation; • Assisting the Executive Director in fostering relations with Governments and promoting partnerships with other United Nations bodies, national, subnational and local government and development stakeholders, regional and international organisations, as well as the private sector, academia and civil society for high impact sustainable urbanisation and human settlements development support to countries; • Leading resource mobilisation and advising the Executive Director on budget negotiations with Member States and key contributors; <p>Ensuring effective systems of delegation of authority within the organisation and overseeing</p>	

7/5/11

Competencies

Professionalism: Expert knowledge in organizational management; proven ability to lead and oversee

work on technical issues; ability to guide the work of others. Well demonstrated negotiating, diplomatic, and partnering skills

Planning and organising: Proven ability to plan and organise work, requiring an in-depth understanding of its strategic direction and ability to integrate the work of the Branch/Service/Division into the Organisation's work programme.

Accountability: Takes ownership of all responsibilities and honours agency and system-wide commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organisational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for her/his own shortcomings and those of the work unit, where applicable.

Communication: Excellent communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful. Ability to maintain effective relationships with outside collaborators and other contacts, including representatives of Member States, local governments and the public.

Teamwork: Excellent interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with people of different national and cultural backgrounds, including diverse gender identity and sexual orientation. Proven ability to lead and gain assistance of others in a team endeavour.

Managerial Competencies:

Judgment/Decision-making: Mature judgment and initiative, imagination and resourcefulness, energy and tact; proven ability to provide strategic direction, to plan and establish priorities, and to ensure an effective work structure to maximise productivity and achieve goals.

Leadership: Proven track record of effective and collaborative leadership, excellent management and technical skills, and ability to delegate appropriate responsibility, accountability and decision-making authority. Proven record of building, managing and working in teams and creating an enabling work environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge/skills. Demonstrated flexibility in leadership by performing and/or overseeing change initiatives including the analysis of complex human resources, budgetary, financial or administrative management policy and programmatic issues.

Building trust: Reputation for dealing honestly and openly with issues and staff; recognised and highly respected by peers, clients and staff.

Vision: Ability to identify key strategic issues, opportunities and risks; clearly communicate links between the Organisation's strategy and the work unit's goals. Establish/identify and communicate broad and compelling organisational direction.

Managing Performance: Ability to lead and supervise staff. Ability to coach, mentor and develop staff. Capacity to motivate staff and encourage good performance, to co-ordinate and monitor the

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Recruitment Qualifications:	
Education:	Advanced University degree (Masters or equivalent) in development related disciplines, public or business administration, or relevant related area. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of advanced university degree.
Experience:	At least 20 years of experience in senior leadership positions, preferably in economic and social affairs, urban development or a related field with a particular focus on management in large, multicultural institutions, such as international organisations, governments or non-governmental organisations. Programme and project planning and analysis, and budgeting skills are essential. Proven track record of excellent management and technical leadership skills..
Language Requirements:	English and French are the working languages of the United Nations. For this position, fluency in oral and written English is required. Knowledge of French is desirable. A working knowledge of another United Nations official language is an advantage.
Other Desirable Skills:	Knowledge of intergovernmental processes and protocols. Good understanding of the field of human settlements in all its aspects and the related global agenda in this area. Knowledge of principles and practices related to organisational development and change management; private sector experience and track record in fundraising is desirable.