

**Skelbimo pavadinimas:** Jungtinių Tautų sekretoriatas dalinasi kvietimu teikti paraiškas į generalinio sekretoriaus pavaduotojo aplinkos politikos koordinavimo klausimais ir Aplinkos valdymo grupės (Environment Management Group, EMG) sekretoriaus pareigas

ATTENTION: PERMANENT REPRESENTATIVES OF THE PERMANENT MISSIONS TO THE UNITED NATIONS IN NEW YORK

Excellency,

On behalf of the Secretariat of the United Nations, we have the honour to circulate the attached Note Verbale requesting nominations for the position of Assistant Secretary-General for Environmental Policy Coordination and Secretary of the Environment Management Group (EMG).

The Assistant Secretary-General serves as a member of the Senior Management Team of the United Nations Environment Programme (UNEP) and plays a key leadership role in advancing UNEP's mandate and strengthening environmental policy coordination across the United Nations system.

**Applications should be submitted through the [United Nations senior leadership vacancies portal](#) by Friday, 17 July 2026.**

Further information on the position, including responsibilities, requirements and application procedures, is available in the attached Note Verbale and Terms of Reference.

Pursuant to [UNEA resolution 5/13](#), which encourages Member States to collaborate with UNEP to promote vacancy announcements to their nationals, we would be grateful if you could circulate this opportunity within your networks.

The United Nations Secretariat welcomes nominations to supplement the Secretary-General's search and consultations and would particularly welcome applications from qualified women candidates.

Please accept, Excellency, the assurances of our highest consideration.

UNEP New York Office

Reference: UNEP/Executive/2026

The Secretariat of the United Nations presents its compliments to all Permanent Missions to the United Nations Office in New York, Geneva, Nairobi and Vienna, the United Nations departments and bodies, specialised agencies, intergovernmental and other organizations, and has the honour to request the nomination of candidates for the position of Assistant Secretary-General for Environmental Policy Coordination and Secretary of the Environment Management Group (EMG), United Nations Environment Programme (UNEP). The position is based in New York, USA duty station.

The Assistant Secretary-General is a member of the UNEP's [Senior Management Team](#), and as such, serves as a role model for the United Nations Values (Inclusion, Integrity, Humility and Humanity) and Behaviours Framework (Connect and Collaborate; Analyse and Plan; Deliver Results with Positive Impact; Learn and Develop; and Adapt and Innovate) and the desired behaviours of the [United Nations System Leadership Framework](#).

The Secretariat welcomes applications to supplement the Secretary-General's search and consultations and would especially welcome the applications of women candidates.

### ***Background***

UNEP, as the leading global environmental authority within the United Nations system, promotes the environmental dimension of sustainable development and serves as the authoritative advocate for the global environment.

**Applications must be submitted through the following website:**  
<https://www.un.org/sg/en/vacancies/index.shtml> by 17 July 2026.

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 applications 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 works under the direction of UNEP's Executive Director and Under-Secretary-General of the United Nations and plays a key policy leadership and management role in the delivery of UNEP's mandate. The responsibilities and requirements for this position are attached herewith.

Further information on UNEP is available on the following website: <https://www.unep.org>

### ***Skills and Expertise***

The Secretary-General is seeking an individual with:

- over 15 years of progressively responsible senior-level experience in international affairs, international development, environment or related field;
- demonstrated leadership experience with strategic vision and proven skills in managing complex organizations is required;
- an understanding of the United Nations system, including, of key current peace, security, development and environmental priorities, policies and procedures, and work experience at the United Nations Secretariat is highly desirable;
- extensive experience in the diplomatic and public policy arena, including experience at the international level is highly desirable.

### ***Languages***

English and French are the official working languages of the United Nations. For this post, fluency in English, with excellent drafting and public skills is required.

### ***Human rights screening***

In accordance with the policy for the nomination of candidates of 11 December 2012 entitled, Policy on Human Rights Screening of United Nations Personnel, 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 a criminal offence, including sexual exploitation and abuse, or 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, including sexual exploitation and abuse.

### ***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, 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 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 and Non-Member States to the United Nations the assurances of its highest consideration.

Nairobi, 5 June 2026

**Post Title and Level:**

Assistant Secretary-General for Environmental Policy Coordination and Secretary of the Environment Management Group (EMG)

**Duty Station:** New York

**Organization Unit:** United Nations Environment Programme (UNEP)

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**Context:**

The Assistant Secretary-General for Environmental Policy Coordination and Secretary of the Environment Management Group (EMG), in the United Nations Environment Programme (UNEP) reports to the Under-Secretary-General Executive Director of UNEP.

UNEP, as the leading global environmental authority within the United Nations system, promotes the environmental dimension of sustainable development and serves as the authoritative advocate for the environment.

Within delegated authority and under the direct supervision of the Executive Director of UNEP, the Assistant Secretary-General, based in the New York Office, ensures that UNEP is able to engage in relevant multilateral leadership fora, including inter-agency and intergovernmental meetings as well as in any other relevant meetings of decision- and policy-making bodies and organs of the United Nations in New York, to provide strategic policy coordination, strategic leadership and senior-level engagement within the United Nations Secretariat.

The Assistant Secretary-General leads UNEP engagement in key UN coordination bodies and efforts to formulate UN system-wide strategies on the environment pursuant to paragraph 88 of the outcome document of the United Nations Conference on Sustainable Development, entitled “The future we want”, as endorsed by the General Assembly in its resolution 66/288 of 27 July 2012.

The primary areas of tasks include:

- representing UNEP in high-level interagency processes and negotiations related to UN reforms, including UNEP’s leadership on coordination of the environmental pillar of the 2030 Agenda for Sustainable Development, including its full integration with the economic and social pillars;
- catalyzing transformative change through the United Nations system, particularly by enhancing UNEP’s support to partners in the United Nations system and Member States to integrate the environmental dimension of peace, security and sustainable development in their considerations;
- leading on the provision of general policy guidance for the direction and co-ordination of environmental programmes within the United Nations system.
- supporting the United Nations system in the development, coordination and implementation of system-wide strategies on environment in line with General

Assembly resolution 66/288;

- serving as Secretary of the Environment Management Group (EMG) established pursuant to General Assembly resolution 53/242, and working in close collaboration with the United Nations Sustainable Development Group (UNSDG) to advance coherent, integrated UN system support for environmental sustainability
- promoting environment at United Nations headquarters in New York, including strategic contributions and decisions on behalf of the Executive Director;
- Engaging in peace, security and sustainable development strategies across the United Nations system, representing UNEP at all appropriate senior level internal and Member States and intergovernmental meetings;
- liaising with Permanent Representatives to the United Nations in New York to advocate for the environment and keep them informed of the work and decisions of UNEP's Governing Bodies in Nairobi;
- leading the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, Committee for Programme Coordination, Economic and Social Council, the General Assembly and other policy making organs, as appropriate;
- reporting to intergovernmental bodies on budget/programme performance or on programmatic and substantive issues, as appropriate, particularly those presented in biannual and or annual reports;
- liaising with key partners including the academia, civil society, the private sector and philanthropy to foster strategic partnerships and mobilize resources;
- overseeing the management of activities undertaken by the New York office in a timely fashion, and coordinating work within the office, with other United Nations entities, Member States and other key partners;
- Overseeing the effective functioning of the UNEP New York Office and its staff management, with proactive engagement with substantive policy teams in Nairobi.
- performing other related duties as requested by the Executive Director.

**Work implies frequent interaction with the following:**

The duties of the Assistant Secretary-General, New York Office, will require frequent interaction with senior staff within the United Nations Secretariat, including the Executive Office of the Secretary General, Heads of United Nations Departments, Funds and Programmes, representatives to the United Nations offices and Heads of United Nations specialized agencies, senior government officials, non-governmental organizations and the private sector, managers and staff within UNEP, as well as chairpersons and members of intergovernmental bodies, particularly those focusing on coordination within the United Nations system.

**Results Expected:** successfully finalized reform processes and managed partnerships in the

environmental field with national, United Nations and non United Nations organizations. Effectively managed and supervised office programmes, coherent framework to guide programmes, final services and products are integrated in the programmes of the office. Leadership in the development of innovative programmes with significant impact on the overall effectiveness of the United Nations. Intellectual and professional leadership for overall strategy, quality, delivery and results. Strengthened UNEP's positioning as a trusted voice on environment within the UN development system and enhanced engagement with Member States and other global stakeholders.

## **Competencies**

**Professionalism:** expert knowledge in the environmental field; Sound political judgment; excellent knowledge of the institutional mandate, policies and guidelines, as well as from institutional development and capacity building. Excellent negotiation skills. Strong knowledge of the substantive field of work in general and of specific areas being supervised. Shows ability to produce reports and papers on technical issues and to review and edit the work of others. Shows ability to apply United Nations rules, regulations, policies and guidelines in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Communication:** speaks and writes clearly and effectively; listens to others, correctly interpret this message is from others and respond appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed

**Teamwork:** works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning and Organising:** develops clear goals that are consistent with agreed strategies, identifies priority activities and assignments, adjusts priorities as required, allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning, monitors and adjust plans and actions as necessary, uses time efficiently.

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

**Creativity:** actively seeks to improve programmes or services, offers new and different options to solve problems or meet client needs, promotes and persuades others to consider new ideas, takes calculated risks on new and unusual ideas; thinks outside the box; takes an interest in new ideas and new ways of doing things, is not bound by current thinking or traditional approaches.

**Client Orientation:** considers all those to whom services are provided to be clients and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect, identifies clients' needs and matches them to appropriate solutions, monitors ongoing development inside and outside the clients' environment to keep informed and anticipate problems, keeps clients informed of progress or setbacks in projects, meets timeline for delivery of products or services to clients.

**Commitment to Continuous Learning:** keeps abreast of new developments in own occupation and profession, actively seeks to develop oneself professionally and personally, contributes to the learning of colleagues and subordinates, shows willingness to learn from others, seeks feedback to learn and improve.

**Leadership:** strong intellectual and professional leadership skills. Ability to translate political mandates, requirements and vision into managerial action. Shows conceptual flexibility to adapt to changing environments. Takes risks to advance implementation of environmental enhancements. Mobilizes effective support from within and outside the UNEP including building strong partnerships. Demonstrated ability to incorporate gender perspectives into substantive work. Commitment to the goal of achieving gender balance in staffing.

**Vision:** identifies strategic issues, opportunities and risks. Clearly communicates links between the organisations strategy and the office's goals. Generates and communicates broad and compelling organizational direction, inspiring others to pursue the same direction, conveys enthusiasm about future possibilities.

**Judgement/Decision Making:** identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Gather relevant information before making a decision, considers positive and negative impacts of decisions prior to making them, takes decisions with an eye to the impact on others, and on the Organization. Proposes a course of action or makes a recommendation based on all available information, checks assumptions against facts, determines the actions proposed will satisfy the expressed and underlying needs for the decision, makes tough decisions when necessary.

The candidate should demonstrate values of inclusion, integrity, humility and humanity; and behaviours to connect and collaborate, analyse and plan, deliver results with positive impact, learn and develop, and adapt and innovate.

## **Qualifications**

**Education:** advanced university degree (Masters degree or equivalent) in international relations, economics, management, or related area. A first level University degree in combination with qualifying experience may be accepted in lieu of the Advanced University degree.

## **Experience:**

- over 15 years of progressively responsible senior-level experience in international affairs, international development, environment or related field;
- demonstrated leadership experience with strategic vision and proven skills in managing complex organizations is required;
- an understanding of the United Nations system, including, of key current peace, security, development and environmental priorities, policies and procedures, and work experience at the United Nations Secretariat is highly desirable;
- extensive experience in the diplomatic and public policy arena, including experience at the international level is highly desirable.

## **Languages**

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