Position Title: Secretary/ Director of the Executive Board, Office of the Executive Director (OED), D-1, New York, USA

If you are a committed, creative professional and are passionate about making a lasting difference for children, the world's leading children's rights organization would like to hear from you.

For 70 years, UNICEF has been working on the ground in 190 countries and territories to promote children's survival, protection and development. UNICEF supports child health and nutrition, water and sanitation, quality basic education and the protection of children from violence, abuse, and exploitation. UNICEF is also the world's largest provider of vaccines for developing countries. UNICEF is funded entirely by the voluntary contributions of individuals, businesses, foundations and governments.

Purpose for the job:

The Secretary/Director of the Executive Board will promote a mutually effective relationship between the UNICEF Executive Board and the UNICEF secretariat, and between members and organs of the United Nations system and UNICEF on matters relating to Board policy. The incumbent will ensure that the organization, preparation, management and servicing of Executive Board sessions are efficiently and effectively carried out; and will maintain a consistently high standard in the preparation and production of internal and external UNICEF reports and documentation.

Key Function and Accountabilities:

- Participates in the formulation of policy recommendations by the Executive Director to the Executive Board.
- Maintains continuous liaison with Permanent Missions to the United Nations, especially members of the Executive Board; and the members and organs of the United Nations system.
- Responsible for the overall organization of the work of the Office of the Secretary of the Board.
- Organizes the business of the Board sessions, and the preparations for and servicing of the sessions.
- Takes responsibility for reports and other documents submitted to, or resulting from, meetings of the Executive Board, and for other reports on UNICEF in documents of the United Nations system and internal directives; arranges for the processing and distribution of documentation.
- Consults with officers of the Executive Board and government representatives of members of the Executive Board with respect to the work of UNICEF and relevant documentation to the Executive Board.
- Undertakes and arranges for the briefing of Board members (delegations, relevant ministries, parliamentarians) on the policies and work of UNICEF and participate in field visits of the Executive Board.
- Participates in the preparation of statements or provides briefings for UNICEF representatives relating to UNICEF's work and policies.
- Provides information on and interpretation of policies established and decisions taken by the Executive Board to: UNICEF staff, government representatives, officials of the United Nations system, etc.
- Arranges for the maintenance and updating of records of the deliberations and decisions of the Executive Board.
- Coordinate with other agencies, funds and programmes on matters of mutual interest to the respective governance mechanisms.

Minimum Requirements:

- An Advanced University Degree in social sciences, sociology, history, international relations and organization, socio-economic development or other related fields is required;
- A minimum of thirteen (13) years of progressively responsible professional work experience at the national and international levels in the areas of development cooperation;
- Thorough knowledge of UNICEF and the United Nations System;
- Extensive experience in implementation of development programmes;
- UNICEF field experience is considered an asset;
- Oral and written proficiency in English and French is required. Knowledge of another official UN language or a local language is an asset.
Competencies of Successful Candidate:

**Core Values**
- Commitment
- Diversity and inclusion
- Integrity

**SSR competencies**
- Delivering results
- Managing complexity and change
- Impact and partnership
- Innovation and risk taking
- Leading, engaging and nurturing
- Self-awareness

Applications will be considered only if accompanied by an updated Cover Letter and CV, as well as the two most recent PERs (for internals) / Evaluations (for externals). Regret letters will only be sent to shortlisted candidates.

UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.