



**Programa de las
Naciones Unidas
para el Medio Ambiente**



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ESPAÑOL
ORIGINAL: INGLÉS

COMITÉ EJECUTIVO DEL FONDO MULTILATERAL
PARA LA APLICACIÓN DEL
PROTOCOLO DE MONTREAL
Sexagésima novena Reunión
Montreal, 15 – 19 de abril de 2013

**PROCEDIMIENTO DE CONTRATACIÓN PARA CUBRIR EL PUESTO DE DIRECTOR DE LA
SECRETARÍA DEL FONDO MULTILATERAL
(SEGUIMIENTO DE LAS DECISIONES 67/37 Y 68/46)**

1. En el marco del seguimiento de la Decisión 67/37, la Secretaría preparó los documentos UNEP/OzL.Pro/ExCom/68/51 y UNEP/OzL.Pro/ExCom/68/51/Add.1 para someterlos a la consideración del Comité Ejecutivo, en su 68ª Reunión. Esos documentos recogían los antecedentes relativos a la contratación del primer y segundo Director, a saber, el procedimiento, las disposiciones y el calendario adoptados. En su Parte II, se presentaba información sobre las medidas de la Secretaría del Fondo para que el Comité Ejecutivo utilizara su procedimiento habitual de contratación para cubrir el cargo de tercer(a) Director(a), comprendida la consulta con sobre el procedimiento de selección de Inspira, el nuevo sistema de contratación, con el Director Ejecutivo y los funcionarios del PNUMA, así como con representantes de la Oficina de las Naciones Unidas en Nairobi.

2. Vista la necesidad de proseguir las deliberaciones al respecto en la 68ª Reunión, el Comité Ejecutivo estableció un grupo de contacto a efectos de que revisara el anuncio de la vacante para el cargo de Director(a), el cual aceptó su redacción. Posteriormente, en la Decisión 68/46, el Comité Ejecutivo decidió aprobar el anuncio de la vacante que figuraba en el Anexo XXVII del Informe de la 68ª Reunión (documento UNEP/OzL.Pro/ExCom/68/53) y pedir al PNUMA que agilizara su publicación en Inspira y facilitara el procedimiento de selección. También decidió aprobar el establecimiento de un Grupo de Selección integrado por tres representantes de países que operan al amparo del Artículo 5, tres representantes de países que no operan al amparo del artículo 5 y dos representantes del PNUMA para que examinara todas las candidaturas, entrevistara a los candidatos más idóneos y formulara una recomendación al respecto, de ser posible, a la 69ª Reunión del Comité Ejecutivo, en el entendimiento de que la Secretaría trabajaría diligentemente con los miembros del Comité Ejecutivo, incluida su Presidenta, durante el período entre sesiones para identificar a los tres representantes de países que operan al amparo del Artículo 5 y los tres representantes de países que no operan al amparo del Artículo 5.

3. En el marco del seguimiento de las Decisiones 67/37 y 68/46, la Secretaría preparó el presente documento que consta de cuatro secciones:

En la Parte I se presenta una actualización del avance de la publicación del anuncio de vacante.

En la Parte II se recoge un informe sobre la composición del Grupo de Selección.

En la Parte III figura un calendario provisional para las entrevistas.

En la Parte IV se presenta una recomendación.

PARTE I: Publicación del anuncio de vacante

4. De conformidad con la Decisión 68/46, c), poco después de la 68ª Reunión del Comité Ejecutivo, la Oficina del Director Ejecutivo pidió la publicación en Inspira del anuncio de vacante aprobado conforme figuraba en el Anexo XXVII del Informe de esa Reunión (documento UNEP/OzL.Pro/ExCom/68/53).

5. En la etapa final de la preparación de la publicación del anuncio de vacante, la Oficina de Gestión de los Recursos Humanos de Nueva York informó a la Oficina del Director Ejecutivo sobre la necesidad de enmendar las competencias que figuraban en el anuncio aprobado en la 68ª Reunión del Comité Ejecutivo para armonizarlas con las normas de las Naciones Unidas recientemente aprobadas al respecto de reciente aprobación. La Oficina del Director Ejecutivo señaló a la Presidenta del Comité Ejecutivo la necesidad de modificar la estructura (aunque no la esencia) del anuncio de vacante aprobado para que fuera conforme a las normas obligatorias del sistema Inspira en las que se estipula que únicamente pueden requerirse cinco competencias, en lugar de las siete aprobadas por el Comité.

6. En adelante, las cinco competencias respecto de las cuales se evaluarán las posibles candidaturas son la profesionalidad, la responsabilidad, la comunicación, el liderazgo y la capacidad de gestión. Los formularios del sistema Inspira contienen los textos normalizados para todas las competencias, excepto la profesionalidad, que figuran en el folleto "Competencias para el futuro" de las Naciones Unidas. Para que el texto del anuncio modificado concordara con el texto aprobado por el Comité y, a la vez, se adaptara a las

normas de Inspira, las dos competencias eliminadas ("Visión de futuro" y "Empoderamiento") se integraron en las cinco autorizadas.

7. Tras examinarlo detenidamente, la Presidenta del Comité Ejecutivo y la Oficina del Director Ejecutivo aprobaron las enmiendas propuestas para que el anuncio respetara los requisitos del sistema Inspira. Si bien también hubiera sido preciso modificar los criterios relativos a los estudios, la Oficina del Director Ejecutivo, a solicitud de la Presidenta del Comité Ejecutivo y debido a la importancia que algunos miembros habían concedido a su redacción, logró conservar la sección al respecto aprobada por ese Comité en lugar de publicar el texto normalizado utilizado en todas las vacantes de las Naciones Unidas.

8. De conformidad con la Decisión 68/46, e) por la que se pedía al Director Ejecutivo del PNUMA que, en colaboración con la Presidenta del Comité Ejecutivo, mantuvieran informado a dicho Comité sobre los progresos realizados a lo largo del proceso de contratación, se celebraron consultas periódicas con la Presidenta para corroborar el contenido del texto revisado con miras a su publicación. El anuncio para cubrir el cargo de Director(a) se publicó en Inspira el 14 de febrero de 2013 y la fecha límite para la presentación de candidaturas se fijó al 14 de abril de 2013. No obstante, antes de la publicación del presente documento, la fecha límite se prorrogó 10 días, hasta el 24 de abril de 2013, conforme figura en su Anexo I. La Secretaría señaló a la Oficina del Director Ejecutivo que, contrariamente a lo que se había previsto inicialmente y debido a la ampliación del plazo, no se podría presentar la lista completa de las candidaturas recibidas al Comité Ejecutivo, en su 69ª Reunión. En el Anexo II a este documento figura una nota enviada el 27 de marzo de 2013 por la Oficina del Director Ejecutivo a la Secretaría en la que explica las dificultades registradas con Inspira que condujeron a la Sede de las Naciones Unidas a prorrogar 10 días el plazo para la presentación de candidaturas.

PARTE II: Establecimiento del Grupo de Selección

Designación de los representantes de los países que no operan al amparo del Artículo 5 que integrarán el Grupo de Selección

9. En el marco del seguimiento de la Decisión 68/46, d), el 16 de enero de 2013 la Directora escribió a los países que no operan al amparo del Artículo 5 pidiendo que comunicaran los nombres de dos personas visto que el representante del Reino Unido de Gran Bretaña e Irlanda del Norte copresidiría con ella el Grupo de Selección. La Presidenta del Comité Ejecutivo envió a la Secretaría una carta de fecha 4 de febrero de 2013 en la que informaba que, tras consultar con todos los países que no operan al amparo del Artículo 5, se había convenido en designar al Sr. John Thompson (Estados Unidos de América) y el Sr. Atsushi Suginaka (Japón) para que integraran el Grupo de Selección.

Designación de los representantes de los países que operan al amparo del Artículo 5 que integrarán el Grupo de Selección

10. El 16 de enero de 2013, la Directora también escribió a los coordinadores de los países que operan al amparo del Artículo 5 pidiendo que comunicaran a la Secretaría, preferiblemente antes del 1 de febrero de 2013, los nombres de los tres representantes que integrarían el Grupo de Selección. El 6 de febrero de 2013, la Secretaría envió una carta recordatoria a todos esos países y propuso que la Sra. Ruzin (Serbia), en representación del Vicepresidente del Comité Ejecutivo, coordinara las designaciones. El 4 de marzo de 2013 la Secretaría envió un nuevo recordatorio a la Sra. Ruzin en el que manifestó preocupación porque aún no se habían recibido los nombres de los tres representantes de los países que operan al amparo del Artículo 5 que integrarían el Grupo de Selección en cumplimiento de la Decisión 68/46, d) y le pidió que tuviera la amabilidad de comunicarlos, a más tardar, el 15 de marzo para poder tomar las disposiciones logísticas del caso, en particular las relativas al transporte de esas personas. En su carta recordatoria, de la que envió copia a todos los países del caso, la Directora destacó la necesidad de que los siete países que operan al amparo del Artículo 5 miembros del Comité Ejecutivo aprobaran la designación de los tres representantes que integrarían el Grupo de Selección. En el curso del procedimiento, la Secretaría recibió copia de propuestas de

India, Serbia y Uganda. No obstante, en momentos de preparar el presente documento, la Secretaría no había recibido propuesta formal alguna relativa a los tres representantes de los países que operan al amparo del Artículo 5 que integrarían el Grupo de Selección de los candidatos para cubrir el cargo de Director(a). Algunos de esos países indicaron preferir que se deliberara sobre el asunto en el curso de la reunión del Comité Ejecutivo.

Designación de los dos representantes del PNUMA

11. En la Decisión 68/46, d), v) se estipula que uno de los dos representantes del PNUMA en el Grupo de Selección deberá ser el Secretario Ejecutivo de la Secretaría del Ozono. En el marco del seguimiento de la Decisión 68/46, d) y d)v), en una carta de fecha 18 de enero, la Directora pidió al Sr. Steiner, que comunicara a la Secretaría el nombre del representante del PNUMA que integraría el Grupo de Selección a efectos de transmitirlo a los miembros del Comité Ejecutivo durante la 69ª Reunión. La respuesta al respecto del Director Ejecutivo a la Directora, de fecha 22 de marzo de 2013, figura en el Anexo III al presente documento para someterla a la consideración del Comité.

PARTE III: Calendario provisional del procedimiento de contratación para cubrir el cargo de Director(a)

12. Vista la fecha límite para la presentación de candidaturas, a saber, el 14 de abril de 2013, se había previsto que el representante de la Oficina del Director Ejecutivo no podría presentar la lista completa de las candidaturas antes de la tercera jornada de la 69ª Reunión del Comité Ejecutivo para que el Grupo de Selección pudiera reunirse y establecer una preselección de los candidatos que se entrevistarían tras esa Reunión, probablemente el sábado 20 de abril de 2013. Partiendo de ese presupuesto, durante la misión a Nairobi celebrada en paralelo a la Sesión Universal del Consejo de Administración del Foro Mundial de Ministros del Medio Ambiente, la Directora deliberó con el representante de la Oficina del Director Ejecutivo sobre la posibilidad de que la 70ª Reunión del Comité Ejecutivo podría tener lugar tanto en Bangkok, en paralelo a la reunión del Grupo de Composición Abierta, como en Montreal del 15 al 19 de julio de 2013. Pero, debido a la modificación de la fecha límite para la presentación de candidaturas, y basándose en la nota enviada por la Oficina del Director Ejecutivo a la Presidenta del Comité Ejecutivo por correo electrónico el 27 de marzo de 2013, se propone que se comunique la lista de las candidaturas a los miembros del Grupo de Selección en cuanto esté disponible, a saber, el 26 o el 29 de abril de 2013, para celebrar las entrevistas finales en junio en Bangkok.

13. A este respecto, en la nota de la Oficina del Director Ejecutivo se propone que los miembros del Grupo de Selección se reúnan en el periodo entre sesiones con el mandato de realizar el estudio teórico, proceder a la preselección y evaluar las pruebas escritas. A continuación se presenta un calendario provisional:

- 15-19/04/2013 69ª Reunión del Comité Ejecutivo (Montreal)
- 24/04/2013 Fecha límite para la presentación de candidaturas
- 25 - 26/04/2013 Impresión de la lista completa de las candidaturas registradas en Inspira
- Mayo de 2013 Reuniones del Grupo de Selección durante el periodo entre sesiones para examinar todas las candidaturas y preseleccionar a las personas a entrevistar (modalidades por definir)
- 21- 22/06/2013 Entrevistas con anterioridad a la reunión del Grupo de Composición Abierta (Bangkok)

- 24-28/06/2013 33ª reunión del Grupo de Composición Abierta de la Secretaría del Ozono (Bangkok)
- 1-5/07/2013 70ª Reunión del Comité Ejecutivo (Bangkok) e informe sobre el avance
-
- 15-19/07/2013 70ª Reunión del Comité Ejecutivo (Montreal) e informe sobre el avance

14. En el marco del seguimiento de la Decisión 68/46, d), iv), el PNUMA prestará asistencia al Grupo de Selección durante todo el proceso de selección de candidaturas y presentará información sobre el método establecido por las Naciones Unidas para celebrar las entrevistas. La información sobre el mandato del Grupo de Selección está en espera de las instrucciones del Director Ejecutivo.

15. El Anexo IV al presente documento contiene un resumen del Manual de Evaluación de las Candidaturas de Inspira e información sobre las nociones de "lista completa" y "preselección". La posibilidad de organizar una prueba escrita antes de establecer la preselección y/o la lista de candidatos a entrevistar se dejará a criterio del Grupo de Selección o del responsable de la contratación.

PARTE IV: Recomendación

16. El Comité Ejecutivo pudiera:

- a) Tomar nota del documento UNEP/OzL.Pro/ExCom/69/37;
- b) Aprobar el Anexo I que recoge el anuncio de la contratación para cubrir el cargo de tercer(a) Director(a) revisado en el que se fijó la fecha límite para la presentación de candidaturas al 24 de abril de 2013;
- c) Tomar nota de la respuesta del Director Ejecutivo a la Directora, de fecha 22 de marzo de 2013, relativa a los dos representantes del PNUMA que integrarán el Grupo de Selección;
- d) Aprobar el establecimiento del Grupo de Selección compuesto por el Reino Unido de Gran Bretaña e Irlanda del Norte, los Estados Unidos de América y Japón en representación de los países que no operan al amparo del Artículo 5; por xxx, xxx, xxx, en representación de aquellos que operan al amparo del Artículo 5; por el Sr. Achim Steiner, o la Sra. Amina Mohamed, en representación del Sr. Steiner, así como por el Sr. Marco González, en representación del PNUMA;
- e) Tomar nota de la carta del Jefe del Personal de la Oficina del Director Ejecutivo a la Presidenta del Comité Ejecutivo sobre el procedimiento de selección del (de la) nuevo(a) Director(a);
- f) Aprobar el procedimiento que aplicará el Grupo de Selección y que consta de tres etapas, a saber, a) el estudio teórico de todas las candidaturas presentadas y el establecimiento de su lista completa, b) la prueba escrita y las entrevistas de los candidatos preseleccionados por ese Grupo y c) la selección de tres candidaturas que someterá al Secretario General para que tome la decisión final al respecto, y
- g) Pedir al Grupo de Selección que, por conducto del Presidente del Comité Ejecutivo, informe a la 70ª Reunión de ese Comité sobre los avances realizados en el procedimiento de selección para el cargo de Director(a).



Job Opening

Job Title:	CHIEF OFFICER, Secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol, D2
Department/ Office:	United Nations Environment Programme
Duty Station:	MONTREAL
Posting Period:	13 February 2013-24 April 2013
Job Opening Number:	13-PGM-UNEP-26476-D-MONTREAL (X)

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

Org. Setting and Reporting

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. The Secretariat of Multilateral Fund (MFS) for the Implementation of the Montreal Protocol is dedicated to reversing the deterioration of the Earth's ozone layer. It was established in 1991 to assist developing countries to meet their Montreal Protocol commitments in complying with the control measures of the ozone-depleting substances. The Fund Secretariat in Montreal assists the Committee in this task. The 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 Chief Officer 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 targets. 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.

Competencies

Professionalism: Demonstrates professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Accountability: Operates in compliance with organizational rules and regulations, delivers outputs within prescribed time, cost and quality standards. Communication: Listens to others, correctly interprets messages from others and responds appropriately. Demonstrates openness in sharing information and keeping people informed.

Leadership: Is proactive in developing strategies to accomplish objectives. Drives for change and improvement; does not accept the status quo. Empowers others to translate vision into results. 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. Monitors progress against milestones and deadlines.

Education

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

A minimum of 15 years of professional working experience related to policy development, project evaluation and implementation, with at least 7 years at a senior level. Qualifying years of experience are calculated following the receipt of the first-level university degree recognized by the United Nations. Experience in dealing with international organizations and national governments as well as extensive knowledge of UN and UNEP policy and decision making structure is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of another UN languages is an advantage.

Assessment Method

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

Special Notice

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.

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.

If you do not receive an e-mail 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.

United Nations Considerations

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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.


UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'Environnement Programa de las Naciones Unidas para el Medio Ambiente
 Програма Опнораниа Обединениа Наации за Опнораниа Среда برنامج الأمم المتحدة للبيئة

联合国环境规划署


MEMORANDUM

To: Maria Nolan Date: 22 March 2013
 Chief Officer, MLF Secretariat

Cc: Fiona Walters
 Executive Committee Chair

From: Achim Steiner Reference: EO/MAR/28
 Executive Director

Subject: **Recruitment of MLF Chief Officer**

Dear Ms. Nolan,

Thank you for your letter dated 18 January 2013, summarizing the decisions of the Executive Committee with regards to the recruitment process of the new Chief Officer of the Multilateral Fund and seeking my support to provide you with the names of the UNEP panel members.

I am pleased to confirm the following:

- I shall be attending the selection panel activities in person during the interviews that are provisionally scheduled around 21 June 2013, in Bangkok;
- Should it not be possible for me to attend, Ms Amina Mohamed, UNEP's Deputy Executive Director, will stand in on my behalf;
- Mr Marco Gonzalez, Executive Secretary of the Ozone Secretariat, will be one of UNEP's representatives;
- Either Ms Sylvie Lemmet, DTIE Director, UNEP or Ms Maryam Niamir-Fuller, GEF Coordination Director, UNEP, will also assist me in the recruitment process: I shall be able to confirm this to you shortly.
- Finally, Mr Michele Candotti, Chef de Cabinet, UNEP and Mr Jacob Duer, DELC, UNEP, will be the contact point in UNEP to provide assistance and support throughout the selection process and brief panellists accordingly.

Mr Candotti will keep you informed on any further development on this process.

Best regards,

NOTE FROM UNEP EXECUTIVE OFFICE

UPDATE ON THE RECRUITMENT PROCESS FOR THE MLF CHIEF OFFICER

(Received by Email dated 27 March 2013)

Dear Ms. Walters,

Our previous correspondence on the matter refers.

The Vacancy Announcement was finally uploaded on inspira, on the basis of the mutually agreed text and with an exception that was brought to your attention in mid February 2013: closing date was set at 14th April 2013.

We had negotiated with the Office for Human Resources of the UN Secretariat in New York that applicants' names and applications would be released, exceptionally, by Tuesday 16th April 2013 (see Annex 2 below) in order to enable us proceed with the screening of applications and the shortlisting of best candidates to be admitted to the first selection process.

Unfortunately and unexpectedly, we subsequently received an automated message from inspira, stating that the deadline for this vacancy (and others) has been extended by 10 days, with a new closing date set at 24th April 2013. This measure has been taken to "*compensate for a period when the Inspira search functionality did not return the job opening(s) listed above*".

At this point, it will be impossible for us to obtain and subsequently avail to you the applicants' list and the relevant screening matrix. This is unfortunate and does not depend on our will or ability to comply. It is therefore imperative that we explore alternative options in order to:

- Keep the Committee fully updated on the status of this recruitment process
- Avail the applicants' list to you and to the selected panel members as soon as this is availed to us (by 26th or 29th April, as soon as this is released by New York)
- Provide you with a comprehensive selection matrix that will help us in the screening of applications and facilitate a consensus decision on the shortlisting of candidates.

Given the above, may I proposed to your and the Committee's consideration the following way forward, which will allow us run the final oral interviews next June in Bangkok:

- Given the probable high number of applicants, it is proposed that we adopt a 3 – phased screening process: 1) desk review of applications and "longlisting" of about 20 candidates to be admitted to a simultaneous written test; 2) written test and subsequent "shortlisting" of some 5 – 8 candidates to be admitted to the oral interview; 3) interview of the shortlisted candidates by the panel and selection of the 3 candidates to be proposed to the Secretary General for his final decision. We have often adopted this phased approach and it has proven effective, reliable and time / cost effective without underling the legitimacy of the selection panelists.
- The key decision that the Committee will have to take is about the modalities to: 1) be updated regularly on the progress in the selection process; 2) allow the selected panel members to work inter-sessionally with a full mandate in order to conduct the desk – review and screening process and the assessment of the written tests.

UNEP/OzL.Pro/ExCom/69/37

Annex III

It is assumed that oral interviews will take place in June in Bangkok, as communicated to me by the Chief Officer. To this end, the Executive Director has already booked this slot in his calendar and he will be available to co-chair the interview panel as agreed.

Please do not hesitate to contact me for any clarification you may require. I'll liaise with the Chief Officer and the Secretariat in order to make myself available to the Committee in Montreal during your April meeting.

Best regards

Michele Candotti

Chief, Executive Office

UNEP

ANNEX 1 – INFORMATION RECEIVED FROM INSPIRA (AUTOMATED MESSAGE)

From: noreply-inspira/BKK/UNO@ESCAP
To: Sunaina Dhadialla/UNEP/NBO/UNO@UNON, marica.friedrich@unvienna.org, Jackline Oduor/UNEP/NBO/UNO@UNON, Irene Mukuriah/UNEP/NBO/UNO@UNON, Christophe BOUVIER/UNEP/GVA/UNO@UNGVA, Maria Cunningham/UNEP/NBO/UNO@UNON, Anita MARINGER/VIENNA/UNO@UNOV, Henk Verbeek/BKK/UNO@ESCAP, Roselyn Ogembo/UNEP/NBO/UNO@UNON, Shahida Butt/UNEP/NBO/UNO@UNON, Michele Candotti/UNEP/NBO/UNO@UNON, Marica FRIEDRICH/VIENNA/UNO@UNOV, Jacob DUER/UNEP/GVA/UNO@UNGVA, Gert Pieltjes/UNEP/NBO/UNO@UNON, Anouk Paauwe/UNON/NBO/UNO@UNON, Millicent Karue/UNON/NBO/UNO@UNON, Christine Xaba-Caulker/NY/UNO@UNHQ, Jonathan Narvaez/NY/UNO@UNHQ, Achim Steiner/UNEP/NBO/UNO@UNON
Date: 14/03/2013 10:01 PM
Subject: Attention: Extension of deadline date for Job Opening 26476

Dear Colleagues,

Please note that the following Job Opening(s) has been extended for a period of 10 days.

13-PGM-UNEP-26476-D-MONTREAL(X) {CHIEF OFFICER, Secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol, D2}

This action is taken to compensate for a period when the inspira search functionality did not return the job opening(s) listed above.

Regards,
Inspira Support Centre
United Nations

ANNEX 2 – COMMUNICATION WITH INSPIRA ON POSSIBILITY OF RELEASING APPLICANTS' NAMES IN READINESS FOR THE MLF COMMITTEE MEETING IN APRIL 2013

Christine Xaba-Caulker---14/03/2013 06:37:33 PM---Dear Irene, That will not be a problem. It will be Tuesday, COB, New York time though.

From: Christine Xaba-Caulker/NY/UNO@UNHQ
To: Irene Mukuriah/UNEP/NBO/UNO@UNON@UN-MAILHUB
Cc: Michele Candotti/UNEP/NBO/UNO@UNON
Date: 14/03/2013 06:37 PM
Subject: Re: Chief Officer (D2), Secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol JO No.13-PGM-UNEP-26476-D-MONTREAL

Dear Irene,
That will not be a problem. It will be Tuesday, COB, New York time though.
Regards
Chris Xaba-Caulker (Ms)
Chief, Staffing Unit C

UNEP/OzL.Pro/ExCom/69/37
Annex III

Headquarters Staffing Service

Irene Mukuriah---14/03/2013 08:01:34 AM---Dear Christine, I am writing to you in reference to the advertised post of Chief Officer

From: Irene Mukuriah/UNEP/NBO/UNO@UNON

To: xaba-caulker@un.org

Cc: Michele Candotti/UNEP/NBO/UNO@UNON

Date: 14/03/2013 08:01 AM

Subject: Chief Officer (D2), Secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol JO No.13-PGM-UNEP-26476-D-MONTREAL

Dear Christine,

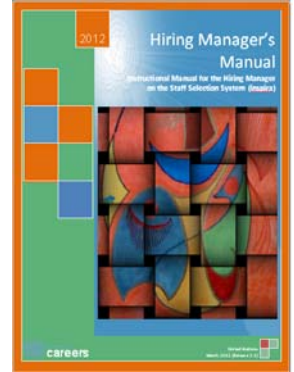
I am writing to you in reference to the advertised post of Chief Officer (D2), Secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol JO No.13-PGM-UNEP-26476-D-MONTREAL. The JO closes on 14 April 2013.

We wish to put forward a special request to have all the screened candidates released to us by Tuesday, 16 April 2013. The reason is that the Chief of UNEP Executive Office will be going to Montreal that week to meet the Ex-Com and he would like to take this opportunity to have all applicants' names available to them to start the selection process.

Kindly let us know if this is achievable.

With my best regards.

Irene Mukuriah
Executive Office
United Nations Environment Programme (UNEP)
P.O. Box 30552
Nairobi 00100 - Kenya



At a glance...

Evaluating Applicants

Overview

The *Hiring Manager* for each job opening, shall assess each application against the applicable evaluation criteria. In doing so, the basis for this evaluation (e.g. application, cover letter, e-PAS, assessment exercise or interview) is indicated. The record should compare the applicant against the evaluation criteria and the job opening, not against one another.

Your responsibility

Your responsibility during the evaluation of applicants is to:

- Evaluate each application against the evaluation criteria
- Mark applicants as 'not suitable' if they do not meet the Academic, Language or Experience requirement
- Long list applicants who seemingly meet the basic evaluation criteria requirements
- Short list applicants who seemingly meet the basic evaluation criteria requirements as well as the defined desirable qualifications
- Perform further assessments on short-listed applicants (e.g. specialized test and/or interview)

Things to consider during your review

In evaluating the applicants, you should consider:

1. Applicants who rate unsatisfactory in one of the three areas (Academic, Language, Experience) shall be marked as not suitable
2. Applicants who seemingly meet the basic evaluation criteria should be placed on the long list for further consideration and possible movement to the short list.
3. Applicants who seemingly meet the basic evaluation criteria as well as any defined desirable qualifications as outlined in the job opening (this criteria shall be consistently applied to all applicants) are considered the most promising applicants for the position and should be placed on the short list. Those who do not meet the additional defined desirable qualifications shall remain on the long list for either possible further consideration and potential placement on the short list or as a final disposition.
4. In instances where the preliminary evaluation results in a large number of "short-listed" applicants, the way to reduce the number and get the best qualified applicants is to conduct an assessment to technical/substantive competence.
5. The substantive assessment of applicants for positions involving significant functions in the management of financial, human and physical resources as well as information and communications technology shall also take into account the relevant criteria included in the job opening.

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Questions to ask yourself during the evaluation

As you evaluate each applicant, you should ask yourself:

1. What has the applicant done in relevance to their work experience?
 - a. **Relevance (or similarity):**
 - What is their field of work?
 - Do they possess knowledge of a particular geographic region covered by the job?
 - Have they undertaken assignments that correspond to the job?
 - Have they published articles or books related to the job?
 - b. **Work environment:**
 - Do they have experience in the public sector and/or the private sector?
 - Do they have experience at the international and/or national level?
 - Do they have field experience or peacekeeping experience?
 - c. **Depth of experience:**
 - What is the nature and quality of their experience in their field of work? For example: the number and complexity of reports drafted for the legislative organs, the number and type of missions conducted, etc.
 - d. **Breadth of experience:**
 - Is their experience limited to a specialised field of work?
 - Are they multi-skilled and exposed to different fields of work?
 - e. **Accomplishments/Tangible results achieved:**
 - Does their application indicate any significant achievement?
 - Do they appear to be a results-oriented person?

- f. **Progressively responsible experience:**
 - Have they been working in the same position for many years?
 - Or have they advanced in terms of responsibility or complexity of the job?
- g. **Managerial experience:**
 - Do they have the required number of years of planning and budgetary as well as supervisory experience?
 - Do they have the required level of managerial responsibility (e.g., junior level management, mid-level management, senior level management, top-level management)?
 - Do they have specific achievements, leadership, negotiation skills etc.?

2. Does the applicant meet the academic requirements of the position?



Any information visible within the "Higher Education/ University degrees" section of the application is purely indicative and shall not be used as an Evaluation Criterion by the hiring manager. The verification of academic degrees will be conducted by OHRM in due course.

- a. **Relevance (or similarity):**
 - Are their academic qualifications in line with the relevant field(s) of study?
 - Do they possess academic credentials that are comparable to those articulated in the job opening?

b. Breadth of qualifications:

- Are their academic credentials limited to a specialised field?
- Are they multi-qualified and/or exposed to different fields of study?

3. Does the applicant possess the required language skills of the position? ("English and French are the working languages of the United Nations Secretariat.")

a. Fluency:

- Have they indicated fluency in at least one of the working languages?
- Do they have fluency in other UN official languages?
- Are they multi-lingual?
- Are they fluent in a non-UN official language that is required for the post?
- Have they indicated UN language proficiency?

Understanding the Long List and Short List Concept

The *Hiring Manager* will review the list of screened applicants. The *Hiring Manager* is required to assess all applicants against the evaluation criteria as set out in the job posting. The evaluation should be evidence based with due consideration given to internal staff members of the Secretariat. From this review, the Hiring Manager will develop the following:

1

Not Suitable

A list of not suitable applicants will be created when:

- Applicants who rate unsatisfactory for any one of the three areas (Academic, Language, Experience) shall be marked as not suitable and no general comments are required.

**NOTE*

You can return to the long list (provided the case has not been submitted to a Central Review body) to select additional applicants for the short list if it was determined that there are not enough applicants on the short list or none of the short listed applicants were recommended.

2

Long List*

A long list of applicants will be created when:

- The applicant(s) seemingly meets the basic evaluation criteria as outlined in the job opening, should be placed on the long list for further consideration and possible movement to the short-list.
- Applicants who do not meet the additional defined desirable qualifications shall remain on the long list for either possible further consideration and potential placement on the short list or as a final disposition.
- A rating is required for each of the three areas (Academic, Language, Experience) and a general comment is required **ONLY** for staff members of the United Nations Secretariat.

3

Short List*

A short list of applicants will be created when:

- The applicant(s) who seemingly meets the basic evaluation criteria as outlined in the job opening, as well as any defined desirable qualification as outlined in the job opening (this criteria shall be consistently applied to all applicants).
- Applicants who are short listed will undergo further assessments, such as a specialized test and/or interview.
- A rating is required for each of the three areas (Academic, Language, Experience) and a general comment is required for All applicants.

Navigating through the Job Opening

The illustration below identifies the various areas of the job opening where you can obtain the information you need to conduct your review.

inspira:

- 1) Log into *inspira* and select *Recruiting > Find Job Opening*
- 2) Locate and open the job opening

Scores and Test Results
Scores and test results will appear in these columns when you click on the *Display Scores* and *Display Test Results* buttons.

Display
Applicants can be filtered by their disposition or the first letter of their family name

Appl Type
EXT - application was submitted from an externally registered account.
EMP - application was submitted using an account pre-registered and assigned to staff members

PHP
Provides a link to the print view of the applicant's Personal History Profile

Group Action
Provides actions that can be performed on multiple applicants

Application
Provides a link to the applicant's application for this Job Opening

Job Opening

Posting Title: ADVISER, P5	Job Opening ID: 18817 Job Posting
Job Opening Status: 010 Open	Job Type: Standard
Job Title: ADVISER	Job Code: 1132
Position Number:	Job Opening number: 11-PGM-OSLA NY-18817-R-AMSTERDAM
Business Unit: B0001 UNCS	Source Type:
Posting Period: 22 July 2011 - 20 September 2011	Source Job Opening: 18644

Manage Applicants | Find Applicants | Activity & Attachments | Job Opening Details | Comparative Analysis Report

View Applicants | Screen Applicants | Assessments | Status Matrix | Selection Certificate | Roster Search | Rejected Int Applicants

Manage Applicants

Display: All | [Display Scores](#) | [Display Test Results](#)

A-Z (1) | E-K (1) | L-Q (2) | R-Z (1) | Others (0) | All Applicants (4)

Name	ID	Appl. Type	PHP	Application	RM	Total	Exp	Acad	Lana	Tests	Comments	Disposition	Q Resp.	*Take Action
<input type="checkbox"/> Roberts, Dan	111245	Ext	PHP	Application		9	3	3	3			Short List		Select Action...
<input type="checkbox"/> Emma, Wilson	111244	Ext	PHP	Application		9	3	3	3	1/1		Short List		Select Action...
<input type="checkbox"/> Lucas, Martin	111240	Ext	PHP	Application								Screen		Select Action...
<input type="checkbox"/> Lee, Sophia	111237	Ext	PHP	Application								Screen		Select Action...

Select All | Deselect All | *Group Action: Select Group Action... | Go

Job Posting
Opens the job posting as published

Q Resp.
Allows you to view the applicant's answers to the screening questions

Take Action
Provides actions that can be performed per individual applicants

Disposition
The applicant's status for this Job Opening

RM/GX
RM/GX appears when a roster candidate applies to a job opening

Comments
Click on icon to enter or view other relevant information