

Posting Title : Director, Office for Administrative Services, D1
Job Code Title : Chief of Administration
Department/ Office : International Seabed Authority
Duty Station : KINGSTON
Posting Period : 25 October 2022 - 16 December 2022
Job Opening number :
Staffing Exercise : N/A

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

Org. Setting and Reporting

The position is located within the Office for Administrative Services (OAS) at the Headquarters of the International Seabed Authority located in Kingston, Jamaica. OAS provides support to the secretariat in the areas of finance and budget, enterprise resource planning, human resources (including travel), procurement, information and communications technology, premises management, security and transportation, and business transformation and accountability. The Director will report to the Secretary-General.

Responsibilities

Within the limits of delegated authority, the Director will be responsible for the following:

1. Lead, supervise, and manage the staff of OAS, including regular work-planning and monitoring and staff performance management and provide leadership to the development of innovative and/or change management programmes.
2. Contribute to the strategic guidance of the work of the secretariat as part of the Senior Management Group.
3. Oversee administrative tasks and day-to-day operations for the functioning of the Secretariat, including preparation and reporting of budgets, improving business efficiency, reporting on budget and programme performance, and preparation of inputs for results-based budgeting.
4. Promote the development of a competent, diverse, adaptable, and healthy workforce with the highest standards of efficiency, competence, and integrity, giving due regard to geographic representation and gender balance.
5. Align the secretariat's business model on an ongoing basis with evolving mandates and fast-changing operational environments, and support innovation and organizational

transformation, including expansion of the enterprise resource planning project.

6.Ensure that the outputs produced by OAS maintain high-quality standards and comply with the relevant mandates and that reports are clear, objective and based on comprehensive data.

7.Coordinate and liaise with counterparts in other organizations within the UN Common system on issues related to service provision and harmonization of terms and conditions of service with a view to streamlining services, finding efficiencies and best value for money.

8.Represent the Secretary-General in intergovernmental and agency boards, such as the International Civil Service Commission, the UN Country Team for Jamaica, and relevant committees of the Chief Executives Board.

9.Ensure the prudent stewardship of funds, aiming at further improving the quality of financial statements.

10.Ensure the efficient and effective administration and management of resources, as well as global asset management in the secretariat.

11.Provide proactive assistance to the chair of the Finance Committee.

12.Ensure that the regulations, rules, and administrative instructions of the Authority are followed.

13.Oversee the deployment of information and communications technology, with particular attention to cyber-security.

14.Ensure effective functioning of coherent communications structures and systems as well as secretariat-wide integrated procedures and systems for business continuity, information analysis and management, including information sharing, reporting requirements, security classification and records management.

15.Ensure a safe and healthy working environment, including through oversight of facilities management, security, and transportation functions.

16.Performs other related tasks as requested by the Secretary-General.

Competencies

•**Professionalism:** Demonstrates professional competence and mastery of principles, techniques and practices related to planning, management, budgeting, financial reporting, coordination, and delivery of client services in an international and multicultural context. Ability to produce reports and papers on technical issues to support key administrative decisions and to review and edit the work of others. In-depth knowledge of and ability to apply relevant UN/ISA administrative rules, regulations, policies, procedures, and guidelines in work situations as well as strong negotiation and conflict-resolution skills. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. 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.

•**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 developments 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 client.

- 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. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

- 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.

- Planning and organizing:** Develops clear goals that are consistent with agreed strategies, vision, and programmes. Identifies priority activities and assignments and adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary.

Education

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

Job Specific Qualifications

Work Experience

A minimum of fifteen years of progressively responsible experience in at least three of the following areas is required: programme or project management, administration, finance, human resources management, budget, and finance.

Experience in managing multicultural teams is required.

A minimum of five years of experience at the international level is desirable, preferably

within the United Nations System or another comparable large international organization.

A broad exposure to and wide range of experiences in public sector administration, finance and budget is desirable.

Experience working with an advanced ERP system, preferably SAP, and with IPSAS is desirable.

Languages

English and French are the working languages of the ISA. For this position, fluency in oral and written English is required. Working knowledge of French is desirable. Knowledge of another UN official language is an added advantage.

Assessment

Candidates may undergo a substantive assessment and competency-based interview. Only shortlisted candidates will be contacted.

Special Notice

Candidates eligible for consideration must also be nationals of ISA Member States. Consideration is given to achieving diverse gender, geographical and economic representation at the ISA, to the extent possible.

ISA reserves the right to not make any appointment to the vacancy, and/or to make an appointment at a lower level from the one advertised.

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. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

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.