

F. No. 12/4/2022-FA(UN)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training

North Block, New Delhi  
Dated 8<sup>th</sup> April, 2022

To,

1. Secretaries, All Ministries/ Department of the Government of India
2. The Chief Secretaries,  
All State / UT Governments

**Sub: Proposal of MEA for circulation of Vacancy for the post of Assistant Administrator and Director, Regional Bureau for Europe and the Commonwealth of Independent States (RBEC), UNDP at the Assistant Secretary General level- reg**

Sir/Madam,

Ministry of External Affairs vide their D.O. Letter No. U.II/326/01/2022 dated 7/04/2022 (Copy enclosed) has informed this Department that United Nations Development Programme (UNDP) has sought nomination of candidates for the position of Assistant Administrator and Director, Regional Bureau for Europe and the Commonwealth of Independent States (RBEC), UNDP at the Assistant Secretary General level.

2. Vacancy notice/Note verable of UNDP thereby inviting nominations for the post of Assistant Administrator and Director, Regional Bureau for Europe and the Commonwealth of Independent States(RBEC),UNDP at the Assistant Secretary General level containing the details, scope, principal functions, skills and expertise for the post etc. is enclosed. The applications are required to be submitted online at [exo.cos@undp.org](mailto:exo.cos@undp.org).

3. Officers applying for the above post are requested to follow due procedure and keep MEA informed at [dirunp1@mea.gov.in](mailto:dirunp1@mea.gov.in). Since the role of DoP&T in the matter is restricted only upto circulation of the vacancy circular, no further reference need to be sent by the applicants to this Department.

Yours Faithfully,



(Nidhi Srivastava)  
Deputy Secretary to the Government of India  
Tel. 23092187

Copy for Information to :

Shri G. Balasubramanian,  
Joint Secretary (AD),  
Ministry of External Affairs,  
South Block, New Delhi.

G. Balasubramanian  
Joint Secretary (Admin)  
Tel.: 2301 4114  
E-mail: jsad@mea.gov.in



विदेश मंत्रालय, नई दिल्ली  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

South Block, New Delhi.

No. U.II/326/01/2022

7 April 2022

**Subject:- Call for nomination of candidates for the position of Assistant Administrator and Director, Regional Bureau for Europe and the Commonwealth of Independent States (RBEC), UNDP at the ASG level.**

*Dear Ma'am,*

United Nations Development Programme (UNDP) is seeking nomination of candidates for the position of Assistant Administrator and Director, Regional Bureau for Europe and the Commonwealth of Independent States (RBEC), UNDP at the ASG level.

2. More details of the position as well as the scope and principal functions and qualifications required are given in the enclosed note verbale of UNDP. The applications are required to be submitted online at [exo.cos@undp.org](mailto:exo.cos@undp.org).

3. DoPT is requested to consider disseminating the information relating to the call for nomination mentioned above appropriately. The interested candidates may be advised to apply by 15th April, 2022 and keep Ministry of External Affairs informed at [dirunp1@mea.gov.in](mailto:dirunp1@mea.gov.in).

*Regards,*

*Yours sincerely,*

(G. Balasubramanian)

**Ms. Deepti Umashankar**  
Establishment Officer & Additional Secretary  
Department of Personnel & Training  
Ministry of Personnel, Public Grievances & Pensions  
North Block  
New Delhi

18



NOTE VERBALE

The United Nations Development Programme (UNDP) presents its compliments to all Permanent Missions to the United Nations in New York, and has the honour to request the nominations of candidates for the position of Assistant Administrator and Director, Regional Bureau for Europe and the Commonwealth of Independent States (RBEC), UNDP at the Assistant Secretary-General level.

UNDP works in nearly 170 countries and territories. Anchored in the 2030 Agenda for Sustainable Development and committed to the principles of universality, equality and leaving no-one behind, UNDP's priorities are set in its Strategic Plan (2022 - 2025), aiming to help countries achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shocks. The Strategic Plan sets out a vision for the evolution of UNDP over the next four years, responding to a changing development landscape and the evolving needs of our partners.

The RBEC covers 18 Country Offices and one Regional Service Centre. Across the region, UNDP helps countries build and share their own solutions to urgent development challenges, supporting coalitions for change and connecting individuals and institutions so they can share knowledge, experience and resources. As countries develop local capacity, they draw on the staff of UNDP and our wide range of regional and global partners. The regional priorities include democratic governance, sustainable development, reducing inequalities, disaster and conflict risk reduction and the advancement of women, among others.

The Director is the leader of UNDP in the region as well as a member of UNDP's corporate leadership and, as such, serves as a role model for corporate values, behaviours and substantive skills.

The Director of RBEC reports to the Administrator / Associate Administrator. He / she is a member of UNDP's Executive Group and contributes to shaping and monitoring overall corporate strategic directions. He / she directs and manages the overall policy and ongoing regional programme and country office operations of the region to address priorities and achieve outcomes.

The following scope and principal functions of the position include:

- Participation in UNDP's highest level corporate decision-making body, the Executive Group, helping to identify and implement strategic directions for the Organization as a whole;
- Building strategic partnerships with key stakeholders to carry out UNDP's mission and achieve results;
- Managing the Regional Bureau and working collaboratively and collegiately across UNDP, to achieve outcomes and results in line with UNDP's Strategic Plan including by:
  - Providing overall leadership and shaping strategic thinking for UNDP's engagement in the region;
  - Identifying existing and emerging development challenges and priorities in the region; defining the strategic programming priorities at the regional and country levels and implementing measures to improve the quality and effectiveness of programmes;
  - Providing intellectual guidance for region-specific knowledge products, including Regional Human Development Reports;
  - Providing guidance to the Resident Representatives and other senior managers in Country Offices, including playing a facilitating role with host Governments, donors and counterparts as needed;
  - Overseeing Country Office performance and ensuring timely action on problems and challenges;
  - Guiding the implementation of strategies for Bureau resource mobilization and delivery;
  - Building and maintaining strategic partnerships for UNDP in the region, with a focus on knowledge sharing, joint activities and resource mobilization and representing UNDP, as required, in high-level events and fora relating to the region;
  - Representing the Bureau in key policy, programme, management, advocacy forums and conferences;
  - Serving as vice Co-chair of the collaborative platform in the region, to support the UN Resident Coordinator system; and advocating for greater coherence and harmonization of UN Country Teams;
  - Supporting the implementation of UN reform initiatives in the region, in line with corporate policies and guidance from the UN Sustainable Development Group.

**The Regional Director:**

- Leads by example and encourages excellence, professionalism, competence, integrity and the ethics and values enshrined in the UN Charter;

- Guides, mentors and develops a team of senior managers in New York, the Istanbul Regional Hub, and Country Offices;
- Oversees and is responsible for the Bureau's operations in financial, human resources, procurement and general administration.

Further information on UNDP is available on the following website: <http://www.undp.org/>  
 Interested candidates may submit their applications using the following link: [exo.cos@undp.org](mailto:exo.cos@undp.org)

In order to ensure a wide pool of candidates for this position, UNDP would welcome any nominations to supplement the Secretary-General's own search and consultations. UNDP would especially welcome nominations of women candidates.

The Secretary-General is seeking an individual with:

- A strong record of progressively responsible, substantive and results achievement experience at the international level, including in development programming, resource mobilization and advocacy is especially relevant;
- Experience in interagency and international co-operation, negotiation of partnerships, mobilization of resources and management of programmes are especially relevant. The candidates will have held leadership roles and demonstrated his/her ability to advocate for effective solutions;
- The candidates should have in-depth knowledge of crisis response activities, managing related complex situations, interagency and international cooperation, negotiation of partnerships, mobilization of resources and management of programmes in crisis related areas with national, regional, international entities, including the ability to influence/advance dialogue and present such material at global and regional fora;
- The candidates should have experience of the UN and/or other intergovernmental institutions and international entities.

**Languages**

English and French are the working languages of the United Nations. For this position, fluency in English is required. A working knowledge of another United Nations official language will be an advantage.

Short-listed individuals will also be required to complete the pre-appointment declaration of interests for senior positions form, 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.

All nominations should include the curriculum vitae of the candidates with full contact information (e-mail and telephone) and must be received by 2 May 2022. 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.

Nominations may also be sent to [exo.cos@undp.org](mailto:exo.cos@undp.org)

The United Nations Development Programme avails itself of this opportunity to renew to all Permanent Missions to the United Nations in New York the assurances of its highest consideration.



To all Permanent Missions  
to the United Nations  
New York, NY