

Guidance Note

Applications and Nominations for the pool of Special Representatives of the Secretary-General (SRSG), Deputy Special Representatives of the Secretary-General (DSRSG), and Envoys in United Nations field missions

This document provides information and guidance on the 2024 Global Call for nominations campaign. The campaign, previously held in 2017, 2019 and 2021, aims to advance gender parity and geographical diversity at the most senior level in United Nations field missions.

Nominations Guidelines

Who can put forward nominations?

- Member States, regional, international and non-governmental organizations, former or current UN senior leaders can submit nominations.
- Member States are requested to submit **up to four nominations**, with at least half or more of the nominees being women.
- Member States can nominate **an additional candidate** (of a different nationality) from an under-represented region to help advance the objectives of this campaign/or the Global Call.
- All Member States, in particular those from under-represented regions, are strongly encouraged to respond to the Global Call and share their nominations.
- Individuals can also submit applications. Former and current UN staff members who have served at the D1-level or above and meet the other eligibility requirements are also eligible.

What must the nomination package include?

- Official nominations must include a Curriculum Vitae as well as bio data and contact details, an endorsement letter, a vision statement, and details of referees.

How should nominations be put forward?

- Member State nominations must be submitted by the respective Permanent Mission to the United Nations online.
- Other Organizations can also choose to endorse candidates by submitting their nominations online.
- Individuals can apply directly, without an official nomination or endorsement.

Other requirements:

- Nominations must be submitted online at www.un.org/globalcall no later than **15 July 2024**.
- Only completed applications will be considered.

Requirements

Nominations are requested for the pool for the following positions:

- **Special Representatives of the Secretary-General** (SRSGs) are appointed by the Secretary-General, usually at the level of Under-Secretary-General (USG) or Assistant Secretary-General (ASG). They report to the Secretary-General through the Under-Secretary-General of the Department overseeing the respective field mission.
- **Deputy Special Representatives of the Secretary-General** are appointed at the Assistant Secretary-General level or lower.
- **Special Envoys** of the Secretary-General are assigned at the USG or ASG level.

In recognition of the highly complex nature of these mission leadership posts, the United Nations is seeking individuals with:

- **A minimum of 20 years** of relevant professional experience, including **at least 5 years at senior and representational level**, in conflict, post-conflict, peacekeeping operations, special political missions, peacebuilding and/or development settings, and/or experience in inclusive governance, mediation, facilitation and/or negotiations at the national and/or international level;
- Demonstrated extensive knowledge in reconciliation, conflict resolution, humanitarian, peace operations/special political missions, development, human rights, rule of law and/or governance issues;
- Demonstrated leadership experience with strategic vision and proven skills in leading complex organizations, such as intergovernmental, governmental, international non-governmental and/or multinational private sector entities;
- Demonstrated experience in management at senior level and the ability to oversee the effective use of the organization's financial and human resources;
- Demonstrated communication and advocacy skills, including ability to engage with traditional media, civil society and to participate across digital/social media platforms;
- Demonstrated experience fostering partnerships at the local, national or regional level to create opportunities and promote processes to advance peace and security;
- Demonstrated knowledge and commitment to taking transformative actions to accelerate gender equality and Women, Peace and Security commitments, both in the workplace and in mandate delivery;

- Demonstrated ability to work in a multi-cultural team, including by fostering diversity and creating an inclusive work environment of dignity and respect for all staff members, regardless of any aspect of identity;
- Demonstrated ability to establish harmonious and effective working relationships both within and outside the organization;
- Familiarity with the United Nations system, including peace operations, special political missions, humanitarian and developments settings, as well as knowledge of the Sustainable Development Goals.
- English and French are the working languages of the United Nations. Fluency in oral and written English is required for all senior leadership positions. For the Global Call, fluency in another UN official language, in particular Arabic and French, is an advantage given the areas of deployment of United Nations field missions.

Human rights screening

If short-listed for a particular vacancy, individuals who are either nominated by Member States or who seek to serve with the United Nations in any individual capacity will be required to complete a self-attestation stating that they have not committed, been convicted of, or 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. They will also be asked to attest that they have not committed, been investigated for, been prosecuted for, had a finding against them for, or been convicted of an offence for, engaging in sexual exploitation and/or abuse. Short-listed individuals will also be required to attest that that, to the best of their knowledge, they have not been the subject of a workplace disciplinary process or other similar process, or a workplace investigation or similar process.

Conflicts of interest

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 their official duties and responsibilities, or call into question their integrity, independence and impartiality. A risk of conflict 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 the interests of the United Nations, should the individual be appointed to a senior leadership position.

Important notice

The Global Call is a time-bound outreach initiative to identify candidates specifically for SRSG/DSRSG/Envoy positions located in field missions/offices. The [Senior Leadership Talent Pool](#) is a UN-wide database for individuals interested in senior leadership positions at the Under-Secretary-General and Assistant Secretary-General levels across the UN system (including the UN Secretariat and Agencies, Funds and Programmes leadership positions). Applicants to the Senior Leadership Talent Pool will not be automatically considered for the SRSG/DSRSG/Envoy pool during this campaign period, unless they specifically apply to the Global Call, for which there is a separate review process.

If you apply to the 2024 Global Call, you will, however, have the option to indicate whether you wish to also be considered for non-mission senior appointments, and thus the Senior Leadership Talent Pool. If your application to the SRSG/DSRSG/Envoy pool is successful, your profile will be automatically shared with the Senior Leadership Talent Pool.

Member States are reminded that there is no guarantee that candidates for the generic SRSG/DSRSG/Envoy pool will be appointed to a specific post.

Following an internal review process, successful applicants will be added to the SRSG/DSRSG/Envoy pool of potential candidates. When a specific vacancy arises, the Secretariat conducts a search and consultations to identify suitable candidates for these appointments. The pool of potential SRSG/DSRSG/Envoy candidates is a primary source for identifying senior talent for upcoming positions. **Only those found suitable for specific posts, as and when vacancies arise, will be invited to participate in a competitive selection process.** SRSGs, DSRSGs, and Envoys are appointed by the Secretary-General.

Questions and briefings

Any questions related to this initiative can be addressed to leadership@un.org and to Ms. Cristina Plesoianu (email: cristina.plesoianu@un.org), and Ms. Lena Hornetz (email: lena.hornetz@un.org) in the Leadership Support Section, Departments of Political Affairs and Peacebuilding and Peace Operations.

Briefings to Member States on the Global Call campaign and senior appointments can also be scheduled with the Leadership Support Section.