



The Secretariat of the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honour to request the nomination of candidates for the position of Head of the Independent Institution on Missing Persons in the Syrian Arab Republic at the level of Assistant Secretary-General. This position is based in Geneva (Switzerland).

The Head is a member of the Secretary-General's [Global Leadership Team](#), and as such, serves as a role model for the United Nations Values (Inclusion, Integrity, Humility and Humanity) and Behaviours Framework (Connect and Collaborate; Analyse and Plan; Deliver Results with Positive Impact; Learn and Develop; and Adapt and Innovate) and the desired behaviours of the [United Nations System Leadership Framework](#).

The Secretariat welcomes nominations to supplement the Secretary-General's search and consultations and would especially welcome the nomination of women candidates.

Background

The Independent Institution on Missing Persons in the Syrian Arab Republic is a new institution mandated by the General Assembly, in its resolution 77/301, to clarify the fate and whereabouts of all missing persons in the Syrian Arab Republic and to provide adequate support to victims, survivors and the families of those missing, in close cooperation and complementarity with all relevant actors.

Nominations must be submitted through the following address:
iimp-head-recruitment@un.org by 19 September 2024 (midnight New York time).

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 may amount to violations of international human rights law or international humanitarian law.

All nominations will be treated with the strictest confidence and short-listed candidates will be contacted directly to undergo an assessment process, reference and background checks, including human rights and conflicts of interest screening.

Duties and Responsibilities

The Head works under the direction of the Secretary-General of the United Nations and plays the key policy leadership and management role in the delivery of the IIMP's mandate. The responsibilities and requirements for this position are attached herewith.

Further information on the United Nations Independent Institution on Missing Persons in the Syrian Arab Republic is available in the following document:

<https://digitallibrary.un.org/record/4030569?ln=en&v=pdf>

Skills and Expertise

The Secretary-General is seeking an individual who will be responsible for the following functions:

- Provide overall strategic and management guidance to the Independent Institution, in full compliance with the IIMP's Terms of Reference, and in coordination with the Advisory Board, which will provide advice on IIMP programmes and operations;
- Provide the overall direction and supervision of the activities of the IIMP, and in particular the formulation, implementation and evaluation of policies, procedures, methods of work, and strategies for, in particular: a) collecting, consolidating, preserving and analysing information with the aim of clarifying the fate and whereabouts of missing persons; and b) providing adequate support, either directly or through referrals to existing actors, to victims, survivors and the families of missing persons adapted to their rights and needs;
- Develop a set of policies and procedures specifically addressing the ways and means of full and meaningful engagement and participation of victims, survivors and families with the IIMP, and an outreach strategy of the IIMP which includes regular reporting, communication and updates on the activities of the Independent Institution, in particular for families;
- With the support of the Deputy Head of the IIMP, manage and provide substantive leadership to the secretariat of the IIMP, and supervise activities, distribution of tasks and timely delivery of outputs;
- Maintain relations with relevant actors, including other United Nations agencies, entities and bodies, with Member States, and with families and civil society organizations;
- Within the mandate of the IIMP, oversee the conclusion of appropriate agreements with relevant actors to enhance cooperation, notably in relation to both search and support work;
- Oversee the administration and management of the IIMP, in particular the budget process and resource mobilization;
- Prioritise the development and adoption of tailored policies on information and data collection and handling, in line with the highest international standards and fully respecting fundamental principles of information and data protection, privacy, informed consent and confidentiality;

- Ensure at all times respect and compliance with security risk management measures and security protocols, and with the highest protection standards;
- Prepare the Secretary-General's annual report to the General Assembly on the activities of the IIMP;
- Take action to guarantee the independence and impartiality of the Independent Institution's work.

Education

Advanced University Degree (Master's degree or equivalent) in law, political science, international relations, social sciences or related field. A first level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

Experience

More than 15 years of progressively responsible work experience in dealing with missing persons; working with victims, including survivors and families in conflict and post-conflict settings; and/or conducting sensitive negotiations is required. Proven track record of excellent management and technical leadership skills is also required. Experience in ensuring gender inclusivity in institutional programmes and operations is highly desirable. Experience working with transitional justice mechanisms and designing search and support strategies for victims is desirable.

Languages

English and French are the official working languages of the United Nations. For this post, fluency in English is required. Knowledge of Arabic is desirable and knowledge of French is an advantage.

Human rights screening

In accordance with the policy for the nomination of candidates, the Secretariat wishes to outline that it is the responsibility of the nominating Government to ensure that each candidate it nominates has not been convicted of or is not currently under investigation or being prosecuted for, any criminal offence, or any violation of international human rights law or international humanitarian law. In the case of nominees who have been investigated for, charged with or prosecuted for any criminal offence but were not convicted, the nominating Government is requested to provide information regarding the investigation(s) or prosecution(s) concerned.

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 may amount to violations of international human rights law or international humanitarian law.

Individuals who are either nominated by Member States or who seek to serve with the United Nations in any individual capacity will be required, if short-listed, to complete a self-attestation stating that they have not committed, been convicted of, nor prosecuted for, any criminal offence (excluding minor traffic offences); have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law; have not committed, been investigated for, been prosecuted for, had a finding against for, or been convicted of an offence for, engaging in sexual exploitation and/or abuse and have not been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process. Individuals who have been prosecuted but not convicted are required to provide information regarding the prosecution concerned.

Conflicts of interest screening

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 his/her official duties and responsibilities, or call into question his/her integrity, independence and impartiality. Risk for conflicts 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 this position.

The Secretariat of the United Nations avails itself of this opportunity to renew to the Permanent Missions to the United Nations the assurances of its highest consideration.

Geneva/New York, 8 August 2024