

REFERENCE: OCHA/NV/44/2026

Assistant Secretary-General for Humanitarian Affairs and Deputy Emergency Relief Coordinator, OCHA

The Secretariat of the United Nations presents its compliments to the Permanent and Observer Missions to the United Nations and has the honour to request the nomination of candidates for the position of Assistant Secretary-General for Humanitarian Affairs and Deputy Emergency Relief Coordinator in the United Nations Office for the Coordination of Humanitarian Affairs (UN OCHA), New York, USA.

The Assistant Secretary-General for Humanitarian Affairs 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](#).

Background

OCHA is the part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent, coordinated and effective response to humanitarian emergencies. Further information on UN OCHA is available on the following website: <https://www.unocha.org>

Call for nominations and closing date

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

In accordance with the policy for the nomination of candidates of 11 December 2012 entitled, Policy on Human Rights Screening of the United Nations Personnel, 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 candidate 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 must be sent to the Secretariat of the United Nations at the following e-mail address: ochanyregistry@un.org by 30 April 2026 (11.59 pm New York time)

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

Under the overall guidance of the USG, the ASG will support the strategic direction, formulation, communication, implementation and evaluation of policies and activities related to humanitarian affairs.

The ASG will serve as a principal advisor to the USG and contribute to the effective leadership and management of OCHA.

- In this capacity the ASG will provide strategic advice and support the USG/ ERC on operational, policy, financial and management matters;
- Support the oversight of OCHA's financial position, including budget formulation and implementation, resource mobilization and financial sustainability;
- Contribute to strengthening internal governance, risk management and accountability frameworks in accordance with United Nations rules and regulations;
- Promote institutional effectiveness and a results-oriented culture across OCHA, including through performance management and organizational improvement processes;
- Contribute to OCHA's readiness to respond to sudden onset emergencies and protracted crises;
- Support engagement with the Inter-Agency Standing Committee (IASC) to strengthen system-wide coordination, policy coherence and collective leadership;
- Support in building and maintaining strong relationships with Member States, regional organizations, UN entities and missions, humanitarian and development partners, non-governmental organizations, the private sector, and academia;
- Promote innovation, information management and data-driven approaches to enhance operational effectiveness and transparency;
- Undertake high-level missions to crisis-affected countries on behalf of the USG/ERC and support high-level advocacy on humanitarian issues.
- Facilitate effective coordination and coherence between OCHA's New York and Geneva offices and across its global field presence.

Skills and Expertise

The Secretary-General is seeking an individual with:

- Extensive experience leading and managing large, complex and/or geographically dispersed organizations, including oversight of strategy, operations, financial and human resources management;
- Substantial experience in humanitarian assistance, emergency preparedness, disaster response, crisis management or related fields including in complex and politically sensitive environments;
- Demonstrated ability to drive institutional change and deliver measurable results in high-pressure operational contexts;
- Strong leadership, strategic planning, negotiation, communication, and partnership-building skills, with the ability to build consensus across diverse stakeholders;
- Proven experience engaging with senior government officials, the diplomatic and donor community, international and regional organizations, and actors operating in humanitarian and conflict settings;
- Experience in resource mobilization and engagement with financing partners;
- Demonstrated ability to lead multicultural teams and foster an inclusive and respectful workplace environment;
- Familiarity with United Nations policies, procedures, and governance frameworks is desirable;
- Knowledge of OCHA's mandate, operating model, and inter-agency coordination architecture is desirable;
- Demonstrated commitment to the values and guiding principles of the United Nations, including humanitarian principles.

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.

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, including sexual exploitation and abuse, 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 allegation(s) against its nominated

candidate that they have been involved, by act or omission, in the commission of any act(s) that amount to a criminal offence, including sexual exploitation and abuse, or 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, including sexual exploitation and abuse, and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law, including sexual exploitation and abuse.

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 takes this opportunity of reiterating to the Permanent and Observer Missions to the United Nations the assurances of its highest consideration.



26 March 2026