

United Nations Nations Unies

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Post Title and Level: Assistant Secretary-General for Humanitarian Affairs and Deputy Emergency Relief Coordinator

Duty Station: New York

Organization Unit: United Nations Office for the Coordination of Humanitarian Affairs (OCHA)

Preamble

The Assistant Secretary-General (ASG) for Humanitarian Affairs and Deputy Emergency Relief Coordinator (DERC) serves as Deputy to the Under-Secretary-General (USG) for Humanitarian Affairs and Emergency Relief Coordinator (ERC).

The United Nations Office for the Coordination of Humanitarian Affairs (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.

OCHA works in partnership with national and international actors to:

- Coordinate humanitarian action in response to natural disasters, complex emergencies and protracted crises;
- Develop policy on key humanitarian issues;
- Coordinate needs assessments and analysis to inform strategic response planning and resource mobilization;
- Strengthen linkages across humanitarian, development and peace efforts;
- Advocate on behalf of people affected by crises to ensure protection, humanitarian access and adherence to humanitarian principles.

Reporting to the USG/ERC, the ASG/DERC supports the USG/ERC in fulfilling the mandate of the Emergency Relief Coordinator, including thorough overall leadership, strategic direction and management of OCHA. The ASG/DERC contributes to ensuring institutional coherence, operational effectiveness and accountability across the organization and is expected to serve as Officer-in-charge of OCHA in the absence of the USG/ERC.

Responsibilities

Under the overall guidance of the USG/ERC, the ASG/DERC supports the strategic direction, overall formulation, communication, implementation and evaluation of policies and activities related to humanitarian affairs.

In this capacity the ASG/DERC 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.

Competencies

Professionalism: Demonstrated expertise in humanitarian affairs, crisis response, and the management of complex international operations. Ability to operate effectively in high-pressure and politically sensitive environments.

Leadership: Proven leadership skills and the ability to manage and coordinate diverse activities and operations in complex humanitarian settings. Demonstrated capacity to empower teams, foster collaboration, and drive organizational change and improvement.

Vision: Ability to identify key strategic issues, opportunities and risks and translate them into effective policies and operational priorities.

Judgement/Decision-making: Strong judgement and decision-making skills including the ability to make sound decisions under pressure and navigate complex political and operational contexts.

Managing Performance: Ability to establish priorities, manage resources effectively, and motivate staff to achieve results while promoting accountability and professional development.

Integrity: Demonstrates the highest standards of ethical conduct and independence, including the ability to resist undue political pressure and address unprofessional conduct.

Accountability: Takes ownership of responsibilities and delivers results in line with organizational objectives while ensuring accountability across teams and functions.

Communication: Excellent communication, negotiation and diplomatic skills, particularly in high-level and crisis contexts.

Gender mainstreaming: Demonstrated commitment to integrating gender perspectives in humanitarian action and promoting gender equality and inclusion in the workplace.

Qualifications

Education: advanced university degree (Master's degree or equivalent) in law, international relations, public administration, political or social sciences, humanitarian affairs or a related field. Years of experience in lieu of a Master's degree will be accepted.

Experience:

The position requires a distinguished record of progressively responsible leadership experience at the senior executive level, including:

- 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, with excellent drafting and public speaking skills is required. A working knowledge of another United Nations official language will be an advantage.