

# Senior Ethics Officer - P5

**Post Level: P5**

---

Vacancy Announcement

VACANCY ANNOUNCEMENT

EXTERNAL

Female candidates from all Member States are particularly encouraged to apply.

---

**Senior Ethics Officer - P5**

Vacancy Announcement No:

VA2020\_P\_EXT\_093\_50001777

Type of Appointment:

Fixed Term (100 series)

Duty Station:

Austria

Employment Fraction:

Staff-Full-time

Date of Issuance:

30 July 2020

Closing Date:

20 August 2020

---

## Organizational Context

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of the United Nations Industrial Development Organization (UNIDO), as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development in the next decade. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve

effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hub/Country Offices.

The Office is responsible for fostering an organizational culture of ethics, transparency and accountability. It supports the implementation of UNIDO ethics-related policies and related support mechanisms and provides advice and guidance to all UNIDO personnel on ethics-related issues. Functions include: - Ensure the review, development and implementation of ethics related policies, procedures and practices, in particular the policies for financial disclosure and whistle-blower protection; - Strengthen and raise awareness of staff and clients about the ethics and accountability practices of the Organization through training programmes, information sessions, workshops and briefings in collaboration with the relevant internal counterparts; - Initiate, regulate and coordinate the procedures related to Financial Disclosure (FD) and Declaration of Interests (DI) required from applicable personnel in accordance with UNIDO Policies; - Conduct preliminary review of the reported retaliation complaints in accordance with the UNIDO Policy for Protection against Retaliation for Reporting Misconduct and cooperate with Audits or Investigations when required; - Conduct reviews of the reported conflicts of interest or violations of the UNIDO Code of Ethical Conduct, referring the cases, if appropriate, to the Office of Evaluation and Internal Oversight, for investigation.

The position is located in the Office of the Managing Director, Directorate of Corporate Management and Operations. The Directorate, headed by the Managing Director is responsible for the management of UNIDO's human, financial and material resources, ensuring the capacity of the Organization to fulfil its mandate. The Directorate oversees a full range of financial, human resources management, procurement, information technology and general services to meet the needs of the Organization. Additionally, it exercises the responsibility for the ethics function in the Organization.

UNIDO is committed to fostering an organisational culture of ethics and a harmonious and inclusive work environment, anchored in the values of integrity, accountability, transparency, respect and professionalism. Increased emphasis on transparency and ethics constitute an important pillar of the Director General's management priorities, including enhanced organizational and personal accountability.

The UNIDO Staff Performance Management System reinforces the collaboration within formal units as well as among cross-functional teams. In this the incumbent collaborates with his/her supervisor and colleagues, in the country as well as in the region and in headquarters.

Staff-members are subject to the authority of the Director-General and in this context all staff are expected to serve in any assignment and duties determined by the needs of the Organization.

## Main Functions

The Senior Ethics Officer will be a key contributor to fostering a culture of ethics, transparency, and accountability in UNIDO. He/she will support implementation of UNIDO's ethics-related policies and related support mechanisms and provides advice and guidance to all UNIDO personnel on ethics related questions. He/she will operate autonomously and will report administratively to the Managing Director of the Directorate for Corporate Marketing and Operations.

The incumbent performs the following responsibilities:

### Advisory services and Ethics Framework review

- Ensures the review, development and implementation of ethics related policies, procedures and practices, in particular the policies for financial conflicts of interest and whistle-blower protection.
- Provides expert advisory services on policies, procedures and best industry practices with regards to ethics, standards of conduct and related matters.
- Monitors global trends and best practices in the area of ethics transparency and accountability, and proposes new initiatives or changes to existing policies and procedures to ensure that the Organization's practices reflect state-of-the-art approaches and are appropriate for its needs.
- Handles with the highest level of confidentiality, related cases arising from disclosures, whistle-blower protection or other avenues.
- Prepares periodic confidential reports for the Director-General on systemic findings and other related matters.
- Liaises with external parties such as the external auditors and other relevant parties, as required.

- Provides confidential advice to UNIDO employees on ethics-related issues in person, by telephone, e-mail or registered post.

#### Advocacy and training

- Strengthens and raises awareness of staff and clients about the ethics and accountability practices of the Organization through training information sessions, workshops and briefings in collaboration with the relevant internal counterparts.
- Communicates established Standards of Conduct and UNIDO's Code of Ethical Conduct throughout the Organization in cooperation with HRM.
- Develops standards, training and education on ethics issues in collaboration with relevant internal counterparts.
- Develops training modalities targeted at specific audiences in response to the evolving needs of the Organization.
- Ensures that appropriate resource, training, and other materials on ethics are available to staff.
- Coordinates training efforts by collaborating with other key contacts within and outside of UNIDO to enhance the curriculum of ethics training.

#### Manage the Financial Disclosure policy

- Initiates, registers and coordinates the procedures related to Financial Disclosure (FD) and Declaration of Interests (DI) required from applicable accordance with UNIDO Policies.
- Conducts the review of the submitted FD and DI statements, if necessary in consultation with the individual concerned, as well as the necessary follow-up.
- Ensures confidentiality of the statements and the information contained therein.

#### Protect staff from retaliation

- Conducts preliminary review of the reported retaliation complaints in accordance with the UNIDO Policy for Protection against Retaliation Misconduct and cooperates with Audits or Investigations when required.
- Conducts reviews of the reported conflicts of interests or violations of the UNIDO Code of Ethical Conduct, referring the cases, if appropriate, to the Office of Evaluation and Internal Oversight, for investigation.
- Ensures confidentiality of the complaints and the information contained therein and when justified, refer the complaint to the Office of Evaluation and Internal Oversight for investigation or to an alternative investigation mechanism.

- Advises the complainant to seek redress through other available recourse mechanisms, as appropriate.
- Propose innovative mechanisms/approaches to protect staff from retaliation. Others
- Serves as a liaison officer with the UN System-wide Ethics Network and related external organizations and attends international meetings on ethical
- Assigns responsibilities to staff under his/her supervision, having a clear overview and monitoring mechanism; ensure that expectations of results are clear; motivate staff under their supervision and hold them accountable. Keeps abreast of new developments and best practices in ethics to enhance the UNIDO ethics standards and tools.
- Performs other functions as the Managing Director considers important.

## Core Competencies

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients.

Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## Minimum Requirements

### Education

Advanced university level degree in Law, Business Administration/Management, Human Resource Management, International Relations, Political Science or other fields relevant to UNIDO's mandate.

### Languages

Fluency in written and spoken English is required. Working knowledge of other official UN languages is an asset.

### Field of Expertise

A minimum of 10 years of professional working experience in dealing with the compliance of employees to the internal accountability systems or an employee management, administration, or employee and staff-management relations, including at the international level.

The incumbent should have experience in management and supervision; experience in designing or delivering ethics training or fraud prevention programs; managing and implementing financial disclosure policies. Some experience in investigations and/or audits of cases of non-compliance with administrative policies is desirable.

Proven reputation of demonstrating the core values of UNIDO, i.e. the highest level of integrity, professionalism and respect for diversity. In addition, high sense of confidentiality and discretion.

NOTE: Eligible internal UNIDO applicants are required to have served at least one year in his or her current post. However, the seniority-in-grade requirement does not apply to internal applicants.

for higher level positions, as per paragraphs 18 and 78 of the HRMF, have been waived

---

**Employees of UNIDO are expected at all times to uphold the highest standards of integrity, professionalism and respect for diversity, both at work and outside. unconditionally commit to these values should consider applying for jobs at UNIDO.**

All applications must be submitted online through the Online Recruitment System Correspondence will be undertaken only with candidates who are being considered selection process. Selected candidate(s) may be required to disclose to the Director General the nature and scope of financial and other personal interests and assets i spouses and dependants, under the procedures established by the Director General.

NOTE: The Director General retains the discretion to make an appointment to this post at a lower level.

Complete the personal history form and apply to this job now.

[APPLY NOW \(/VACANCYAPPLY?VACANCYINTID=CG9ZDF9PBNN0X2D1AWQ9MDA1MDU2MTRF\)](/VACANCYAPPLY?VACANCYINTID=CG9ZDF9PBNN0X2D1AWQ9MDA1MDU2MTRF)

**Notice to applicants:**

**UNIDO does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. If you have received a solicitation for the payment of a fee, please disregard it. Vacant positions within UNIDO are advertised on the official UNIDO website.**

**Should you have any questions concerning persons or companies claiming to be recruiting on behalf of UNIDO and requesting payment of a fee, please contact: [recruitment@unido.org](mailto:recruitment@unido.org) (mailto:recruitment@unido.org)**