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EXECUTIVE COMMITTEE OF  
 THE MULTILATERAL FUND FOR THE  
 IMPLEMENTATION OF THE MONTREAL PROTOCOL  
Eighty-seventh Meeting

Montreal, 28 June-2 July 2021[[1]](#footnote-1)

**REPORT ON THE PROGRESS MADE ON THE RECRUITMENT PROCESS FOR THE POSITION OF CHIEF OFFICER OF THE SECRETARIAT OF THE MULTILATERAL FUND (DECISION 86/2(H))**

# At its 86th meeting, the Executive Committee decided:

## “(e) To approve the vacancy announcement for the post of the fourth Chief Officer as contained in Annex I to the report of the 86th meeting;

## To request UNEP to launch the vacancy announcement referred to in sub-paragraph (e) above, in the United Nations Inspira human resources gateway and to facilitate the selection process;

## To establish a selection panel consisting of three members representing Article 5 Parties, three members representing non-Article 5 Parties, and two representatives of UNEP, including the Executive Secretary of the Ozone Secretariat, that would review all applications, interview leading candidates and make a recommendation, on the understanding that:

### The Secretariat would work with Executive Committee members intersessionally to identify the three representatives of Article 5 Parties and the three representatives of non-Article 5 Parties, which would include the Chair of the Executive Committee, to serve on the selection panel;

### The Executive Committee would decide on the composition of the selection panel at its 87th meeting;

### The selection panel would be co-chaired by a representative of UNEP and the Chair of the Executive Committee in 2021 in his capacity as first reporting officer;

### UNEP would assist the selection panel throughout the process of selecting the candidates and would provide a briefing on the use of the established interviewing method within the United Nations; and

## To request the Secretariat to report on the progress made on the recruitment process at the 87th meeting.” (decision 86/2)

# The present document is prepared in response to decision 86/2(h). It comprises the following four parts:

I: Update of the job opening (JO) status

II: Establishment of the selection panel

III: Tentative timeline of the recruitment process

Recommendations

**Part I: Update of the JO status**

# As a follow up to decision 86/2(g), a request to launch the post in Inspira was initiated by the Office of the Executive Director (OED) shortly after the 86th meeting. The job description was submitted for reclassification by the Office of Human Resources Management (OHRM) in New York to confirm the level and the title of the post and to be in line with the recently approved United Nations standards on competencies. The JO of the post of the Chief Officer, attached as Annex I to the present document, was launched in Inspira on 20 June 2021, with a closing date of 3 August 2021.

**Part II: Establishment of the selection panel**

Nomination of non-Article 5 members and Article 5 members in the selection panel

# As a follow-up to decision 86/2, on 1 June 2021, the Chief Officer kindly requeted the assistance from the Chair and the Vice-Chair of the Executive Committee, in identifying the representatives to serve on the selection panel and provide the names by 12 June 2021. Subsequently, the Secretariat received nominations of Ms. Annie Gabriel (Australia) and Mr. John Thompson (United States of America) through the Chair on 16 June 2021, and Mrs. Liana Ghahramanyan (Armenia), Mr. Li Yonghong (China) and Ms. Erika Spiess (Paraguay) through the Vice‑Chair on 23 June 2021, to serve on the panel after their consultation and reaching agreement with non‑Article 5 members and Article 5 members, respectively.

Nomination of the two UNEP representatives

# As a follow-up to decision 86/2(g), on 18 May 2021, the Chief Officer wrote to the UNEP Executive Director, Ms Inger Anderson, requesting the name of a UNEP representative, in addition to the Executive Secretary of the Ozone Secretariat, who would participate in the selection panel. The reply from the Executive Director of 28 May 2021 indicating her joining as co-chair of the panel and confirming that Ms. Meg Seki’s participation as Executive Secretary of the Ozone Secretariat, is attached as Annex II of the present document.

**Part III: Tentative timeline of the recruitment process**

# Based on the JO deadline of application of 3 August 2021, an indicative timeline is suggested below:

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| * 3/08/2021: | Closing date of the JO |
| * 15/08/2021: | Release by OHRM of the complete list of applicants available from Inspira (2 weeks) |
| * 31/08/2021: | Hiring manager to review the all list and release of the long list (2 weeks) |
| * 14/09/2021: | Intersessional consultations of the selection panel, and composition of the interview list (modalities to be decided) |
| * 15/09/2021: | Invitation for interviews be sent out to candidates with one week notice and one hour training on competency based interviews to the panel prior to the interviews |
| * 4- 6/10/2021: | Interviews (2-3 days depending on number of shortlisted candidates) |
| * 13/10/2021: | Deadline to submit the panel report with recommendation to the Senior Review Group (1 week) |
| * 15-18/11/2021: | Report on progress to the 88th meeting |

# As a follow-up to decision 86/2(g)(iv), the UNEP Executive Director, in the same letter of 28 May 2021 advised that Mr. Rafael Peralta, Chief of Staff, would assist the selection panel throughout the process of selecting the candidates and would provide a briefing on the use of the established interviewing method within the United Nations.

**Recommendations**

# The Executive Committee may wish to:

## Note:

### The report on the progress made on the recruitment process for the position of chief officer of the secretariat of the multilateral fund (decision 86/2(h)) contained in document UNEP/OzL.Pro/ExCom/87/55;

### The Job Opening for the post of fourth Chief Officer with a closing date of 3 August 2021 as contained in Annex I to the present document;

### The reply from the Executive Director to the Chief Officer of 18 May 2021 regarding the two UNEP representatives in the selection panel;

## Approve the establishment of a selection panel composed of Ms. Annie Gabriel (Australia), Mr. Alain Wilmart, Co-Chair (Belgium), Mr. John Thompson (United States of America) representing non-Article 5 countries, and Mrs. Liana Ghahramanyan (Armenia), Mr. Li Yonghong (China) and Ms. Erika Spiess (Paraguay), representing Article 5 countries; and Ms Inger Anderson, Co-Chair and Ms. Meg Seki (Ozone Secretariat), representing UNEP;

## Request the members of the selection panel to work intersessionally on the matters within its purview, including the definition of the selection process, the dates for the interview virtually and the assessment matrix for attributing scores to candidates and;

## Request the selection panel to report through the Chair of the Executive Committee to the 88th meeting on progress made on the selection process of the Chief Officer.

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1. Online meetings and an intersessional approval process will be held in June and July 2021 due to coronavirus disease (COVID-19) [↑](#footnote-ref-1)