

**TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR**  
**Executive Assistant to the United Nations Secretary-General's**  
**Special Envoy for the Ocean**

**Background and objectives**

The 2030 Agenda for Sustainable Development contains sustainable development goal (SDG) 14, which aims to “Conserve and sustainably use the oceans, seas and marine resources for sustainable development”. SDG14 comprises 10 targets, among others, in the areas of marine pollution, marine and coastal ecosystem protection, ocean acidification, ending overfishing and illegal, unreported and unregulated fishing, economic benefits to SIDS and LDCs, and means of implementation.

Following the decisions of General Assembly resolutions 70/226 and 70/303, the high-level United Nations Conference to Support the Implementation of Sustainable Development Goal 14: Conserve and sustainably use the oceans, seas and marine resources for sustainable development, the Ocean Conference, took place on 5-9 June 2017 at UN Headquarters. The Conference raised global consciousness on ocean issues, produced strong ambitious outcomes, including an inter-governmentally agreed political declaration “Our Ocean, Our Future: Call for Action”, the co-chairs’ summaries of seven partnership dialogues, and 1,400 voluntary commitments from Governments, the UN system, IGOs, the Major Groups and other stakeholders - individually or in partnership – to advance the implementation of SD G 14 and related targets.

At the Conference, many delegations stressed that effective follow-up to the Ocean Conference will be critical to ensuring that all nations are working together to meet their SDG14 implementation obligations, inclusive of science, business and civil society. There was a call upon the Secretary-General to continue his efforts to support the implementation of Goal 14 in the context of the implementation of the 2030 Agenda, by enhancing interagency coordination and coherence throughout the United Nations system on ocean issues, taking into consideration the work of UN-Oceans. Offers were made to hold a next Ocean Conference in 2020.

In response to the “Call for Action” declaration emanating from The Ocean Conference, as adopted by Member States at the General Assembly on 6 July 2017, the Secretary-General decided to appoint a Special Envoy for The Ocean to galvanize support for SDG14 implementation, to maintain the momentum for action and to promote a coordinated and concerted effort by stakeholders to conserve and sustainably use the oceans, seas and marine resources for sustainable development. In this regard, the Department of Economic and Social Affairs through its Division for Sustainable Development is seeking to recruit an Executive Assistant as an individual contractor to support the ongoing work of the Special Envoy.

### **Work Assignment**

The Executive Assistant will coordinate the submission of background notes, talking points and speeches in support of the advocacy work of the Special Envoy, in close cooperation with UN-Ocean members. He/she will help coordinate schedules of meetings and appointments and travel itineraries of the Special Envoy.

Within limits of delegated authority, the Executive Assistant may also be responsible for specific duties in support of the Special Envoy, including the following:

- Coordinate support for the work programme of the Special Envoy.
- Coordinate executive communications, including submission of background notes and talking points; this also includes liaison with various interlocutors located worldwide, both within and outside of the United Nations system.
- Coordinate schedules of meetings and appointments and travel itineraries of the Special Envoy.
- Liaise with counterparts at the United Nations Department of Economic and Social Affairs in UNHQ New York regarding the administration of the Office of the Special Envoy; this includes human resources, budget and travel-related requirements.
- Support planning and implementation of activities/processes in relation to global events on the Ocean, including the proposed 2020 UN Ocean Conference.
- Administrative support to the Office of the Special Envoy, including workspace management.
- Maintain filing system of paper and electronic documents.
- Perform other duties as assigned.

### **Duration of contract**

The contract will be full-time for four (4) months during the period of 1 September – 31 December 2018, with the possibility of extension subject to availability of funds and work performance.

### **Duty Station or Location of Assignment**

The Executive Assistant is based at the Maison des Océans in Paris, France, and must have legal status to work in France.

### **Travel**

This consultancy may involve mission(s) accompanying the Special Envoy and his team to ocean-related events. The travel costs will be obligated separately.

### **Expected outputs and delivery dates**

The Executive Assistant will be expected to deliver the following outputs:

- Regular updates of the travel schedule and on-line calendar of the Special Envoy
- Prepare programme of work for upcoming events and travel engagements, as well as provide input on quarterly travel forecasts, in coordination with UN-DESA
- Ensure that travel details for the submission of travel requests are submitted to UN-DESA in a timely manner, as per UN travel rules and regulations
- Arrange meetings (in-person, telephone, videoconference) for the Special Envoy, including booking of meeting rooms, securing building access, etc.
- Coordinate/consolidate background materials (briefing notes, key messages, talking points) and video messages as per the work programme of the Special Envoy
- Manage the Office of the Special Envoy, ensuring that the necessary office facilities, supplies and IT equipment are available for the work team
- Liaise with the Office's host organization to ensure compliance with in-house procedures.

The Executive Assistant will also be expected to submit a monthly progress report, summarizing progress on the above.

#### **Performance indicators**

- Timely submissions of travel schedule and travel details
- Timely submission of background materials and video messages
- Effective coordination of support for the work programme of the Special Envoy

#### **Qualifications**

**Education:** High school diploma or equivalent.

**Experience:** Several years of experience in programme or project administration, technical cooperation or related area. Experience within the UN system or with a Member State delegation is highly desirable. Experience supporting sustainable development initiatives, preferably in the area of the Ocean, is an advantage.

**Language:** English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French is required. Knowledge of another official United Nations language is an advantage.