



Republika ng Pilipinas  
**KAGAWARAN NG KATARUNGAN**  
*Department of Justice*  
*Manila*

VNA-MC-\_\_\_\_\_

**EXTREMELY URGENT**

**MEMORANDUM CIRCULAR NO. 002**

**TO : Undersecretaries and Assistant Secretaries  
The Prosecutor General  
The Chief State Counsel  
All Heads of Bureaus, Commissions and Offices attached to  
the DOJ  
All Concerned**

**SUBJECT : Letter of Assistant Secretary BAYANI S. MERCADO of the  
Department of Foreign Affairs  
Re: Nomination of candidates for the position of United  
Nations Ombudsman at the level of Assistant Secretary-  
General**

**DATE : JAN 18 2018**

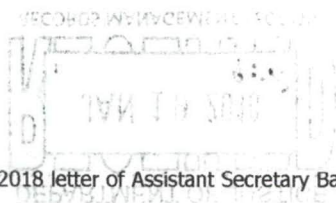
Attached is the 11 January 2018 letter (with enclosures) of the Secretary of Foreign Affairs signed by Assistant Secretary BAYANI S. MERCADO regarding **Note EOSG/SA/2017/12** dated 27 December 2017 of the UN Secretariat calling for nomination of candidates for the position of **United Nations Ombudsman** at the level of Assistant Secretary-General. The said letter was stamped as having been received by the Office of the Secretary on **17 January 2018**.

Qualifications for the aforementioned position is stated in the said letter.

Further information is available in the Secretary-General's bulletin ST/SGB/2016/7 and on the following website: <http://www.un.org/en/ombudsman/>.

Interested applicants must submit a Curriculum Vitae with full contact information (email and telephone) to the Office of the Secretary for transmittal/nomination **not later than 12:00 noon on 19 January 2018**. The **DFA's deadline** for submission of nomination is **19 January 2018**.

For information, guidance and appropriate action.



**VITALIANO N. AGUIRRE II**  
*Secretary*

Department of Justice  
CN : O201801128





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OFFICE OF THE SECRETARY  
DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS N 17 2018

OFFICE OF THE UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS SECRETARY

00716

11 January 2018

Sir:

Enclosed is Note EOSG/SA/2017/12 dated 27 December 2017 from the UN Secretariat calling for nomination of candidates for the position of United Nations Ombudsman at the level of Assistant Secretary-General.

The Secretary-General is seeking candidates with the following qualifications:

1. Over 20 years of progressive professional experience in negotiation and conflict resolution, mediation and reconciliation, some at the international level in relevant fields;
2. Demonstrated leadership experience with strategic vision and in-depth understanding of the Ombudsman's mandate and strategic direction in order to effectively lead the mandate's implementation;
3. Expert knowledge in negotiation and in defining and managing conflicts in any informal manner, proven ability to give guidance/advice and to identify systematic issues and make recommendations;
4. Impeccable personal and professional integrity with unimpeachable interpersonal, diplomatic and political skills and strong professional ethics, coupled with integrity, independence, impartiality, objectivity and confidentiality and an understanding of and sensitivity to political aspects in an international environment;
5. Demonstrated intellectual leadership, creativity and proven ability to propose new ideas and lead on new ways of working across silos;
6. Demonstrated ability to work harmoniously in a multi-cultural team and establish harmonious and effective working relationships both within and outside the organization;
7. Proven ability to inspire, encourage, build trust and confidence and also build consensus, stimulate effective campaigns and drive collective action among a broad spectrum of people and organizations;
8. High commitment to the values and guiding principles of the United Nations and familiarity with the United Nations system, including peacekeeping, human rights, humanitarian and development settings and challenges; and
9. Fluency in oral and written English or French, with good command of the other is essential. Knowledge of a second official United Nation language is desirable.

Further information on the Office of the United Nations Ombudsman and Mediation Services is available in the Secretary-General's bulletin ST/SGB/2016/7 and on the following website: <http://www.un.org/en/ombudsman/>.

**Secretary Vitaliano N. Aguirre II**  
Department of Justice  
Padre Faura Street, Ermita  
Manila 1000

Should the Department of Justice wish to nominate a candidate, the Department of Foreign Affairs would appreciate receiving the candidate's CV with full contact information (email and telephone) on or before **19 January 2018**. Nominations of women candidates are strongly encouraged.

Please note that Philippine candidatures in United Nations bodies and other international organizations (IOs) are subject to approval by the Secretary of Foreign Affairs. If funds will be needed for the Philippine candidature, approval of the President is needed. Nomination will be facilitated by the Department, once the required approval has been secured.

For coordination purposes, your office may wish to contact Ms. Tanya Sharmaine D. Huggins or Ms. Jereme E. Lagura at telephone number 834-4000 local 3464/3165. An advance copy of the nomination may be sent through the email address [unio.div3@dfa.gov.ph](mailto:unio.div3@dfa.gov.ph).

With my best regards.

Very Truly Yours,  
For the Secretary of Foreign Affairs:

  
**BAYANI S. MERCADO**  
Assistant Secretary

United Nations  Nations Unies

HEADQUARTERS • SIEGE NEW YORK, NY 10017

TEL.: 1 (212) 963.1234 • FAX: 1 (212) 963.4879

REFERENCE: EOSG/SA/2017/12

The Secretariat of the United Nations presents its compliments to the Permanent Missions to the United Nations and has the honour to request the nomination of candidates for the position of United Nations Ombudsman at the Assistant Secretary-General level.

In accordance with General Assembly resolutions 55/258, 56/253, 61/261, 62/228, 63/253, 65/251 and 66/237, the Secretary-General shall appoint, in consultation with the executive heads of the funds, programmes and entities, the United Nations Ombudsman, at the level of Assistant Secretary-General, from a list of candidates compiled and recommended by a selection committee composed of representatives of staff and management as well as outside ombudsmen. The United Nations Ombudsman shall serve for a five-year term, with the possibility of renewal for one additional term. Such renewal will be considered in consultation with staff representatives and the executive heads of the separately administered funds, programmes and entities. Upon completion of his or her term of office, the United Nations Ombudsman shall not be eligible for other employment within the Secretariat.

The Office of the United Nations Ombudsman and Mediation Services was established as the informal component of the system of administration of justice to make available confidential services of impartial and independent persons to address work-related issues of staff members.

Further information on the Office of the United Nations Ombudsman and Mediation Services is available in the Secretary-General's bulletin ST/SGB/2016/7 and on the following website: <http://www.un.org/en/ombudsman/>

**In order to ensure a wide pool of candidates for this position, the Secretariat would welcome any nominations to supplement the Secretary-General's own search and consultations. The nomination of women candidates is strongly encouraged.**

**All nominations should include the curriculum vitae of the candidate with full contact information (e-mail and telephone) and must be sent to the Secretariat of the United Nations by 5 February 2018. Nominations may also be sent to [eosgapplications201712@un.org](mailto:eosgapplications201712@un.org)**

The Secretary-General is seeking an individual with:

- Over 20 years of progressively professional experience in negotiation and conflict resolution, mediation and conciliation, some at the international level in relevant fields;
- Demonstrated leadership experience with strategic vision and in-depth understanding of the Ombudsman's mandate and strategic direction in order to effectively lead the mandate's implementation;
- Expert knowledge in negotiation and in defining and managing conflicts in an informal manner, proven ability to give guidance/advice and to identify systemic issues and make recommendations;
- Impeccable personal and professional integrity with unimpeachable interpersonal, diplomatic and political skills and strong professional ethics, coupled with integrity, independence, impartiality, objectivity and confidentiality and an understanding of and sensitivity to political aspects in an international environment;
- Demonstrated intellectual leadership, creativity and proven ability to propose new ideas and lead on new ways of working across silos;
- Demonstrated ability to work harmoniously in a multi-cultural team and establish harmonious and effective working relationships both within and outside the organization;
- Proven ability to inspire, encourage, build trust and confidence and also build consensus, stimulate effective campaigns and drive collective action among a broad spectrum of people and organizations;
- High commitment to the values and guiding principles of the United Nations and familiarity with the United Nations system, including peacekeeping, human rights, humanitarian and development settings and challenges.
- Fluency in oral and written English or French, with a good command of the other, is essential. Knowledge of a second official United Nations language is desirable.

### *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, 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 prosecutions concerned. The nominating Government is also requested to certify that it is not aware of any allegations against its nominated candidates 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.

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 and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law.

### *Conflicts of interest*

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 of the United Nations avails itself of this opportunity to renew to the Permanent Missions of Member States to the United Nations the assurances of its highest consideration.

27 December 2017