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**Financial, budgetary and administrative matters,
including the implementation of the resource
mobilization strategy in accordance with the
strategic plan for the period 2020–2025; a report
on the fully costed scalability model and action by
the United Nations Human Settlements
Programme (UN-Habitat) to address geographical
and gender imbalances in the composition of its
staff.**

Recruitment, equitable geographical distribution and gender parity

Report of the Executive Director

A. Introduction

1. The present report includes information on recruitment as it pertains to equitable geographical representation and gender balance in the programme and is an update to the last report on the same matter.¹

B. Equitable geographical distribution

2. UN-Habitat remains committed to a broad geographical distribution of staff, with reference to Article 101 of the Charter of the United Nations², wherein “the paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible,” and in line with the geographical diversity strategy.³

C. Gender parity

* HSP/EB.2023/10

¹ [HSP/EB.2022/15/Add.2](#)

² [Charter of the United Nations](#)

³ [United Nations Secretariat geographical diversity strategy](#)

3. UN-Habitat remains committed to gender parity, with reference to Article 8 of the Charter of the United Nations⁴, wherein “The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs,” and in line with the system-wide strategy on gender parity.⁵

D. Update

4. Under the system of desirable ranges of the United Nations Secretariat, representation of Member States as of 30 June 2023 is such that 54 percent of Member States are within the desired range, 15 percent are overrepresented, 20 percent are underrepresented, and 11 percent remain unrepresented. Of the 305 staff members of UN-Habitat, 145 are from Africa, 83 are from Western Europe and other states, 51 from Asia and the Pacific, 14 from Latin America and the Caribbean, and 12 from Eastern Europe.

5. The distribution by gender in the Professional and higher category of staff as of 30 June 2023 is 52 per cent female and 48 per cent male. In the National Officer and General Service categories, 68 per cent are female and 32 per cent are male.

6. The breakdown by gender in the Professional and higher category is as follows: at the P-2 level, 57 per cent are female and 43 per cent male; at the P-3 level, 56 per cent are female and 44 per cent male; and at the P-4 level there is near parity, with 49 per cent female and 51 per cent male. At the P-5 level, the gender distribution has opportunity for improvement, with 23 per cent female and 77 per cent male, while at the D-1 level, 22 per cent are female and 78 per cent are male. At the each of the levels of D-2 and Assistant Secretary-General level, there is a sole male incumbent without female representation, while at the level of Under-Secretary-General, there is a sole female incumbent.

7. In the past twelve months, the Executive Director made concerted efforts to enhance gender parity, resulting in the selection of two female candidates at the P-5 level and one female candidate at the D-1 level.

8. Workforce planning is key to ensuring that each recruitment process becomes an opportunity to meet Member States’ guidance on improving gender and geographical balance. The Executive Director has issued instructions to all hiring managers to take measures to advocate for, and to seek out, qualified female candidates and candidates from underrepresented and unrepresented countries.

9. The following actions are being taken to make the recruitment process even more effective:

(a) The secretariat advocates with Member States, within the United Nations system, and with partner organizations to expand the pool of candidates.

(b) The secretariat participates in job fairs to build the pool of candidates and to improve the existing roster of candidates.

(c) For job openings at the level of P-5 or higher, the secretariat works with the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) and the Development Coordination Office for assistance to publish job openings to their networks of qualified candidates.

(d) The Executive Director seeks advice from the Executive Office of the Secretary-General regarding the selection of a male candidate at the level of P-5 or higher.

(e) The secretariat provides training to hiring managers to raise awareness on diversifying the workforce.

(f) All hiring managers are required to ensure that an equal number of men and women candidates are short-listed and interviewed, to the extent possible.

(g) In partnership with the United Nations Office at Nairobi, the secretariat reviews business process to avoid duplication, to encourage efficiency, and to improve monitoring.

⁴ [Charter of the United Nations](#)

⁵ [United Nations system-wide strategy on gender parity](#)