



---

Executive Board of the United Nations  
Human Settlements Programme  
First session of 2025  
Nairobi, 25–27 March 2025  
Item 4 of the provisional agenda\*

Financial, budgetary and administrative matters

## Recruitment, equitable geographical distribution and gender parity\*\*

### Report of the Executive Director

#### I. Introduction

1. The present report includes recruitment-related information pertaining to equitable geographical representation and gender balance in the programme and is an update to the most recent report on the same matter.

#### II. Equitable geographical distribution

2. UN-Habitat remains committed to a broad geographical distribution of staff, as provided for in Article 101 of the Charter of the United Nations, which states that “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 UN-Habitat geographical diversity strategy.<sup>1</sup>

#### III. Gender parity

3. UN-Habitat remains committed to gender parity, as provided for in Article 8 of the Charter of the United Nations,<sup>2</sup> which states that “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.<sup>3</sup>

#### IV. Update

4. Under the system of desirable ranges of the United Nations Secretariat, representation of Member States as at 30 November 2024 was such that the representation of 63 per cent of Member

---

\* HSP/EB.2025/1.

\*\* The present document has not been formally edited.

<sup>1</sup> [United Nations Secretariat geographical diversity strategy](#).

<sup>2</sup> [Charter of the United Nations](#).

<sup>3</sup> [United Nations system-wide strategy on gender parity](#).

States among the staff of UN-Habitat was within the desired range, 12 per cent Member States were overrepresented, 15.0 per cent were underrepresented, and 10 per cent remained unrepresented. Of the 320 staff members of UN-Habitat, 148 are from Africa, 86 from Western Europe and other states, 56 from the Asia-Pacific region, 21 from Latin America and the Caribbean, and 9 from Eastern Europe.

5. In the Professional and higher-level categories of UN-Habitat staff as at 31 December 2024, 49 per cent of staff members were female and 51 per cent male. In the National Officer and General Service categories, 60 per cent were female and 40 per cent male.

6. The breakdown by gender in the Professional and higher categories is as follows: At the P-2 level, 57 per cent of staff members are female and 43 per cent male; at the P-3 level, 59 per cent are female and 41 per cent male. At the P-4 level and P-5 level, there is room for improvement with 40 per cent female and 60 per cent male at P-4 level and 38 per cent female and 62 per cent male at P-5 level. At the D-1 level, 38 per cent are female and 62 per cent are male. At the levels of D-2 and Assistant Secretary-General, there is one male incumbent at each level, and no female representation, while the Under-Secretary-General, who is also the Executive Director, is female.

7. Workforce planning is key to ensuring that each recruitment process becomes an opportunity to follow Member States' guidance on improving gender and geographical balance. The Executive Director issued instructions to all hiring managers to take measures to seek out and facilitate the recruitment of qualified female candidates and candidates from underrepresented and unrepresented countries.

8. UN-Habitat continues to take the following actions to make the recruitment process more effective in terms of diversity and balance:

(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 in order to enlarge the pool of candidates and to enhance the existing roster of candidates.

(c) For job openings at the P-5 and higher levels, the secretariat works with the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) and the Development Coordination Office to ensure that vacancy announcements are shared with those entities' networks of qualified candidates.

(d) The Executive Director seeks advice from the Executive Office of the Secretary-General regarding the selection of male candidates at the P-5 and higher levels.

(e) The secretariat provides training to hiring managers to ensure awareness of the need to diversify the workforce.

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

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

---