



United Nations

careers

**Director of Administration, D2
Division of Conference Management
(Geneva)**

Are you a senior executive with experience managing diverse teams of staff and significant financial resources?

The United Nations Office in Geneva is seeking a Director of Administration at the D2 level in the Division of Conference Management.

For more information about this position and how to apply, go to:

English: <https://careers.un.org/lbw/jobdetail.aspx?id=135946&Lang=en-US>

Francais: <https://careers.un.org/lbw/jobdetail.aspx?id=135946&Lang=fr-FR>

Submit your application before 1 July 2020

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

The Division of Conference Management (DCM) of the United Nations Office at Geneva (UNOG), as one of the largest conference centres in Europe, provides the physical infrastructure, as well as the conference expertise required to ensure that conference events are properly planned, scheduled and serviced. The Division of Conference Management (DCM) of the United Nations Office at Geneva (UNOG), as one of the largest conference centres in Europe, provides the physical infrastructure, as well as the conference expertise required to ensure that conference events are properly planned, scheduled and serviced.

