



## TEMPORARY VACANCY ANNOUNCEMENT

(Issue date: 12 August 2010 )

**NOTE:**

*Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. This is a temporary vacancy. Appointment against this post is for a limited duration and does not carry any expectancy, legal or otherwise for renewal.*

VACANCY NOTICE NO.:	NA-10-29
ORGANIZATION:	UNEP/DTIE
DUTY STATION:	Paris
FUNCTIONAL TITLE:	Programme Officer (Marrakech Process)
GRADE:	P-3
IMIS NO:	604607
DURATION:	10 Months
CLOSING DATE:	26 August 2010

### Background:

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Technology, Industry and Economics (DTIE) works with International and non-governmental organizations, national and local governments, business and industry to develop and Implement policies, strategies and practices that are cleaner and safer, incorporate environmental costs, use natural resources efficiently, reduce pollution and risks for humans and the environment, and enable the implementation of conventions and international agreements. This post is located in the Sustainable Consumption and Production Branch (SCP) of UNEP/DTIE in Paris, France.

### Duties and Responsibilities:

Under the overall supervision of the Programme Officer coordinating the Marrakech Process and the overall supervision of the head of the Goods and Services Unit, in the Sustainable Consumption and Production Branch (SCP), the incumbent will perform the following duties:

#### 1. Support the organization of the International Meeting of the Marrakech Process (MP)/Intersessional Meeting of CSD.

- a) Support coordination and work together with United Nations Department of Economic and Social Affairs (UNDESA) in the preparation of the international/intersessional meeting and the CSD 19.
- b) Contribute to the drafting/revision of the background papers, in particular to the development of the 10 Year Framework of Programmes (10 YFP) proposal and elaboration of the Marrakech Process (MP) progress report.
- c) Liaison with the Advisory Committee, (AC) sharing information on the preparation of the meeting and seeking advice. This will also include the preparation of the AC meeting back to back to the intersessional meeting.
- d) Support the organization and coordination of the working groups planned for the meeting.
- e) Support the drafting of the meeting report

#### 2. Support regional strategies and initiatives of the Marrakech Process:

- a) Support UNEP regional offices work to develop and implement regional SCP programmes/initiatives, including the outcomes of the Commission on Sustainable Development (CSD), Regional Implementation Meetings (RIM)s.
- b) Assist in building new initiatives and partnerships on SCP promoting and implementing SCP in the regions.
- c) Ensure cooperation among the regions, the Marrakech Task Forces, Major Groups and development agencies to support the SCP strategies, programmes and initiatives.
- d) Support UNEP regional officers in the organization of regional and sub-regional meetings under the Marrakech Process, to feed into the design and implementation of the 10 YFP. Participate in the preparation of project proposals (and fund raising) to support the implementation of regional strategies.
- e) Participate in regional meetings, give presentations, provide training and act as a UNEP secretariat if requested.

**3. Contribute to innovative approaches to strengthen the engagement of the Business and Industry sector as well as support cooperation with the UNEP's Green Economy Initiative (GEI):**

- a) Promote and support the development of joint projects and partnerships with business serving as pilot implementation of 10 YFP on SCP at the regional and national level, including through the Marrakech Task Forces.
- b) Streamline input of Business and Industry Forum to design of 10 YFP to allow integration with that of governments and other stakeholders.
- c) Coordinate with UNEP Green Economy team, providing inputs to the Green Economy Initiative (GEI) reports as well as collectively identifying possible joint projects.
- d) Contribute to the preparations of Rio+20, providing inputs on SCP and the role relevant policies and the 10 YFP in transitioning to a Green Economy.

**4. Support the overall activities of the Marrakech Process:**

- a) Prepare briefing notes, updates and speeches on the MP, CSD 19 preparations and negotiations on the 10 YFP.
- b) Participate in the preparation of fundraising proposals to support the development and implementation of the 10 YFP.
- c) Assist in the budget management and administration work.
- d) Perform other duties as assigned.

**Competencies:**

**Professionalism:** Knowledge and research on sustainable consumption and production project/programme implementation ability. Good research and analytical skills, combining economic, environmental and developmental perspectives. Ability to foster co-operation among a diversity of public officials and relevant stakeholders; deliver technical support for the development of the 10YFP and be able to coordinate a research project. Experience with assessing and demonstrating the potential for environmental and SCP projects.

**Communication:** Excellent communication skills, written and spoken as well as ability to draft/edit a variety of written reports; exhibiting interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others, and able to work in multi-cultural, multi-ethnic environment, working with transparency and building trust and confidence with colleagues and staff members.

**Planning and Organizing:** Planning and organization: Ability to identify priority activities and assignments, allocation of appropriate amount of time and resources for completing work.

## **Qualifications and Experience:**

### **Education:**

Advanced university degree (Master's degree or equivalent) in social development, economics and public policies, sustainable development and/or environmental studies. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Experience:**

At least five years work experience in the area of sustainable development, sustainable consumption and production and development of environmental policies/initiatives, out of which at least two years should be at the international level. Experience in developing countries is required. Knowledge of the UN system is an advantage.

### **Languages:**

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

### **Other Skills:**

Excellent computer skills (Microsoft Office, email, internet) are required

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. **See UN website**

**[http://www.un.org/Depts/OHRM/salaries\\_allowances/index.html](http://www.un.org/Depts/OHRM/salaries_allowances/index.html)**

### **Preference will be given to equally qualified women candidates.**

All applications to be sent to the following address on or before the deadline of **26/08/2010**. Applicants should send a completed United Nations P.11 or Galaxy Personal History Form together with a covering letter of one to two pages summarizing how they meet the requirements of the job to:

e-mail to: [Lowri.rees@unep.org](mailto:Lowri.rees@unep.org)

UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the email address above.

**PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-10-29  
(Applications without Correct Vacancy Number will not be Considered)**

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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS  
(APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES).  
THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.**