

Recruitment of an Associate Programme Officer (P2) - Marrakech Process on Sustainable Consumption and Production – Activities on Education for Sustainable Lifestyles

The United Nations Environment Programme- Division of Technology, Industry and Economics (UNEP DTIE) based in Paris is recruiting a Associate Programme Officer (P2) to work on activities on **Education for Sustainable Lifestyles** at the Sustainable Consumption and Production Branch for a period of 8 months and starting as soon as possible. This post will be under the 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.

TERMS OF REFERENCE

Associate Programme Officer (P2) - Marrakech Process on Sustainable Consumption and Production – Activities on Education for Sustainable Lifestyles

Responsibilities

1. This post is located in the Division of Technology, Industry and Economics (DTIE) of the United Nations Environment Programme (UNEP) based in Paris, France, during a period of 11 months. Under the 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, the associated programme officer will support the activities on the Marrakech Process related to Education for Sustainable Consumption and Sustainable Lifestyles. Within delegated authority, the incumbent will be responsible for the following duties:
 1. **Contribute and support the activities on Sustainable Lifestyles**, in particular:
 - a) Provides technical assistance for the development, publication and dissemination of the Global Survey on Sustainable Lifestyles (GSSL), including:
 - Drafting final report in cooperation with partners including national cases (country papers), conclusions, and recommendations.
 - Assisting administrative work for GSSL publication and drafting GSSL brochure (including translation, design, layout and printing); and supporting its dissemination as part of the Marrakech Process communication strategy.
 - Seeking and developing proposals for partners and future opportunities for the GSSL as well as tracks follow-up actions
 - b) Support for the organization of meetings, conferences and key events related to the work of the Task Force, including CSD 2010, side events and an International Conference on Sustainable Lifestyles in March/April 2010; and when requested participate and make presentation at those events.
 - c) Provide comments to the task force activities, documents (report, brochure, media plan) including the evaluation of the TF's activities and its packaging for an input to the CSD 18.

2. Contribute to and support activities on Education for Sustainable Consumption, in particular:

- a) Provide comments and/or participate in the editing of relevant documents and publications such as *Here and Now! Recommendations and Guidelines on Education for Sustainable Consumption*,
- b) Support the activities of the Italian Task Force on Education for Sustainable Consumption,
- c) Provide administrative support for, translation, design, layout and printing as well as dissemination as part of the MP communication strategy (including a special event at the CSD 18 (2010)).
- d) Support the organization of training workshops on education for sustainable lifestyles and consumption when required to assist governments and other key institutions and organizations in the development of related policies and programmes (e.g. government of Mauritius) in close cooperation with UNEP's regional offices and other relevant partners in developing countries.

3. Participate in the development of a Partnership for Education and Research about Responsible Living (PERL)

- a) Provide administrative and technical assistance to the coordination of PERL, including the following tasks:
 - Monitoring and analyzing UNEP's participation in PERL and assisting substantially in the development of PERL International activities;
 - Supporting the organization of PERL's official launching at the CSD 2010, drafting and supporting preparation of relevant documents and communication tools (e.g. brochure) and events (e.g. side event);
- b) Liaise with PERL's members and network to support the dissemination of the GSSL results and other products
- c) Contribute to evaluation activities, including the review and analysis of ongoing projects and new activities (Sustainable Everyday Exploration – SEE; local eco-labs) within PERL.

4. Provide administrative and substantive support to activities developed under UNEP's programmatic framework 4 of the RE-SCP sub-programme on consumers' behavior:

- a) Works with key clients to facilitate the development, implementation and evaluation of activities on sustainable lifestyles and consumers' behavior under programmatic framework 4 of the RE-SCP sub-programme;
- b) Carry out analysis of cooperation opportunities with UNEP's key partners including but not restricted to:
 - OECD: assists in the drafting of joint recommendations on education for sustainable consumption; provides substantive support for policy coordination in the framework of the OECD new project on 'Green Claims' led by the OECD Committee on Consumer Policy;
 - UNIDO: participates in the evaluation of cooperation opportunities with UNIDO - Cleaner Production Centers and participates in the development of training activities on sustainable lifestyles and consumption;
 - Consumers International: liaises with CI to facilitate the dissemination of activities and documents on sustainable consumption, such as UNEP's Global Survey on Sustainable Lifestyles; provides support for the organization of civil society meetings on sustainable consumption and production.

- UNESCO and UNU's Regional Centers of Expertise: provides support for policy coordination and analysis in the framework of the UN Decade on Education for Sustainable Development (2005-2015);
- c) Assist in the development and implementation of UNEP's Environmental Education and Training Strategy to facilitate the integration of DTIE's approach and tools on SCP, working in close cooperation with DEPI EET Unit:
 - providing support to facilitate the adaptation and dissemination of DTIE's tools on sustainable lifestyles and consumption universities and business schools;
 - supporting the development of a YouthXchange programme for students in the framework of DEPI's partnership for universities (e.g. MESA – Mainstreaming Environment and Sustainability into African Universities).

Competencies

Professionalism: Knowledge and research on sustainable consumption and production (SCP) as well as and practical experience on education and sustainable lifestyles and communications. Good research and analytical skills, combining environmental and developmental perspectives.

Planning and organization: Ability to identify priority activities and assignments, allocation of appropriate amount of time and resources for completing work. Experience in administrative work is required (preparing briefing notes, meeting reports and managing budgets).

Communication: Excellent communication skills, written and spoken as well as ability to draft/edit a variety of written reports in English (French is desirable); ability to ask questions to clarify, 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.

QUALIFICATIONS

Education

Advanced university degree (Master's degree or equivalent) on social sciences, sustainable development, political sciences, communications or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

At least two 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. Familiarity with the Marrakech Process on SCP is required. Experience in developing countries is important. Knowledge of the UN system is an advantage.

Languages

English and French are the working languages of the United Nations Secretariat. For this position fluency in written and spoken English is essential; ability to work in French

(written and spoken) is desirable. Working knowledge of other UN official languages is an advantage.

Other Skills

The incumbent must be able 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 carry out a research project. Good computer skills are required.

Starting date: As soon as possible

The person interested in this vacancy is kindly requested to send her/his Curriculum Vitae with a cover letter (max. 1 page) stating why s/he would be a suitable candidate for this job. Documents should be sent to Ms. Adriana Zacarias (Adriana.Zacarias@unep.org) and to Ms. Natalie Taconet (Natalie.Taconet@unep.org). **Deadline to apply is 30 January 2010.**