



TEMPORARY VACANCY ANNOUNCEMENT

(Issue date: 03 March 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.

VACANCY NOTICE NO.:	NA-10-07
ORGANIZATIONAL LOCATION:	UNEP/DTIE
DUTY STATION:	Paris
FUNCTIONAL TITLE:	Programme Officer (Sustainable Tourism)
GRADE:	P-4
DURATION:	11 Months
CLOSING DATE:	14 March 2010

Background:

The United Nations Environment Programme (UNEP) is the United Nations systems 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 governmental 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 position is located in the Sustainable Consumption and Production (SCP) Branch of UNEP/DTIE at the Paris duty station.

Duties and Responsibilities:

Under the supervision of the Head of the Goods and Services Unit, SCP Branch, the incumbent will:

1. Implement and continue to develop UNEP's work programme on sustainable tourism, with reference to both the Medium Term Strategy and Programme of Work (PoW) developed for the thematic priority on Resource Efficiency. Ensure that linkages are developed with other thematic priorities, notably those on climate Change and Ecosystem Management. Participate in the preparation of work-plan and progress reports within the SCP Branch. Identify relevant expertise and prepare terms of reference.
2. In line with the 2010-2011 PoW, deliver outputs which support design and implementation of public policies, private sector actions and investments and consumer choice, which favour production, marketing and purchase of sustainable tourism products. Identify the needs of UNEP's possible partners and clients in the tourism sector and in particular: initiate and monitor contacts with tourism associations and industries, governments, institutions, universities, Non-Governmental Organizations (NGOs) and relevant governmental organizations; provide technical and policy advice, ensure coordination of activities and proper dissemination of information; monitor projects and activities undertaken by relevant organizations to determine when UNEP/DTIE input might strengthen them; guide the development of project proposals submitted to potential donors.
3. Promote the establishment of new and coordinate the implementation of existing voluntary initiatives for sustainable development with various sub-sectors of the tourism industry and in accordance to the guidelines and expected results outlined in the UNEP Medium Term Strategy. The incumbent shall represent and implement activities on behalf of UNEP in the Marrakech Task Force on Sustainable Tourism Development and its transition to a UN Partnership on Sustainable Tourism, the Tourism Sustainability Council, the Global Sustainable Tourism Criteria Partnership, the Sustainable Investment

and Finance in Tourism network and any other scheme that will be created as a continuation to these initiatives.

4. Supervise the production, publication and dissemination of the UNEP/DTIE publications and reports on sustainable tourism, and ensure the proper up-keep of the UNEP/DTIE website of the tourism programme. Prepare case study booklets and reports on countries' policies for sustainable tourism.

5. Organize and prepare training workshops on sustainable tourism, identifying possible donors and partners. Evaluate and prepare training materials and identify participants for workshops.

6. Represent UNEP/DTIE and make presentations at various meetings in order to promote UNEP/DTIE programmes and approach to sustainable tourism as deemed appropriate.

7. Develop a fundraising strategy oriented to potential donors in order to obtain support for the sustainable tourism programme and above mentioned projects, and develop project proposals for submission to interested donors.

8. Carry out other relevant tasks as required.

Competencies:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the tourism sector and in particular to achieving sustainable development in the sector; familiarity with the roles and needs of both the public and private sectors in this regard; practical experience in programme/project management and administration; good research, analytical and problem-solving skills, including ability to identify and participate in the resolution of issues/problems; familiarity with and experience in the use of various research methodologies and sources, including electronic sources on the internet, intranet and other databases; ability to apply good judgment in the context of assignments given; ability to plan own work and manage conflicting priorities.

Commitment to continuous learning: Willingness to keep abreast of new development in the field of sustainable tourism and environmental management.

Communications: Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports, studies and other communications, and to articulate ideas in a clear, concise style.

Teamwork: Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

Qualifications:

Education:

Advanced university degree (Master's degree or equivalent) in environmental sciences, management, engineering, sustainable development, economics, planning or related area. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of seven years of progressively responsible working experience in environmental project/programme management, preferably in the tourism sector. Experience in working with or for governments, inter-governmental organizations, NGOs, foundations and charities is required. Working experience with developing countries is an advantage.

Languages:

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English and French is required. Knowledge of other official UN languages would be an asset.

Other Desirable 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

Preference will be given to equally qualified women candidates.

All applications to be sent to the following address on or before the deadline of **14 March 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 **both the following addresses:**

Email: charles.arden-clarke@unep.org; natalie.taconet@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-10-07
(Applications without Correct Vacancy Number will not be Considered)

UNEP does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee please contact: recruitment@unon.org.