



UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement Programa de las Naciones Unidas para el Medio Ambiente
Программа Организации Объединенных Наций по окружающей среде برنامج الأمم المتحدة للبيئة

联合国环境规划署



VACANCY ANNOUNCEMENT

(Issue Date: **13 February 2009**)
(Corrected version: **2 March 2009**)

VACANCY NOTICE NO.:	NA-09-11
ORGANIZATIONAL LOCATION:	UNEP/DTIE
DUTY STATION:	Paris, France
FUNCTIONAL TITLE:	Programme Officer (Climate Change)
GRADE:	L-4
POST NUMBER:	CP/4060-08-01-1112
DURATION:	One Year
CLOSING DATE:	10 March 2009

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 UNEP/DTIE at the Paris duty station.

Duties and Responsibilities

Under the overall supervision of the Director, DTIE and the direct supervision of the UNEP Climate Change Coordinator, the incumbent will:

1. Facilitate information flow and communications amongst Divisions, working with and through the Divisional focal points:
 - a) Facilitate the development of a cross Divisional climate change sub-programme as part of the UNEP Programme of Work (PoW), including helping to convene inter-divisional consultations of focal points.
 - b) Circulate information between UNEP Divisions to ensure awareness of climate change activities and to foster coordination and collaboration between Divisions.
 - c) Support the development and maintenance of the UNEP climate change website gathering relevant materials from across UNEP and the development and maintenance of the climate change intranet with key documents needed by UNEP staff for coherent implementation of their activities, including standardized presentations, strategy etc.



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2. Work with UNEP climate change focal points to turn the climate change sub-programme into projects:
 - a) Participate in and support bilateral discussions with the Divisions, advising on improvements, and ensuring coherence with the sub-programme, the MTS (Medium Term Strategy), the Strategic Framework and the climate change strategy.
 - b) Review all climate change related project concepts submitted to the PAG (Project Approval Group) to ensure they are in line with the MTS and PoW and that they are designed to take advantage of UNEP strengths and resources beyond individual Divisions.
 - c) Compile comments on project concepts and project documents submitted to the PAG and relay these to the PAG through the climate change coordinator and Director DTIE.

3. Support the Climate change coordinator and the Director, DTIE in developing and maintaining partnerships and coordinated working relationships with key organizations (e.g. UNFCCC Secretariat, UNDP, FAO, World Bank) to ensure coherent implementation of climate change activities including:
 - a) Assist in developing the work agreements with the Framework Convention on Climate Change (UNFCCC) Secretariat and undertake a six monthly review of progress.
 - b) Participate in the organization of regular coordination meetings with key partners (UNDP, World Bank, donors) and follow up on agreed cooperation activities with the relevant UNEP Divisions and staff.

4. Assist in launching special cross cutting climate change initiatives, liaising with the relevant UNEP Divisions, and external partners:
 - a) Organize workshops on specific climate change issues (finance, reduced emissions from deforestation, emerging issues), including commissioning background papers/discussion documents, establishing contacts with partner agencies, developing TORs and MOUs for external support.
 - b) Facilitate the development of special outreach materials, presentations, etc. to raise the profile of UNEP climate change activities.
 - c) Participate in relevant meetings as required by the Climate Change Coordinator and DTIE Director.

Qualifications:

Education:

An advanced university degree in an environment-related subject such as natural sciences, natural resource management, environmental economics, or environmental law.

Experience:

A minimum of seven years of professional experience in environment and/or development is required. Knowledge of UN processes and operations, both at the global and national levels are highly desirable.



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Competencies and skills:

- 1. Professionalism** – Demonstrated professional competence in the area of this post; strong analytical skills and ability to conduct research in the subject matter; ability to deliver outputs by deadline, ability to work under pressure within tight deadlines, maintaining good communication with strategic stakeholders; providing leadership to assessment teams in the field and solving practical problems that arise.
- 2. Planning and organizing** - Ability to develop clear goals that are consistent with agreed strategies and action plans; ability to develop, implement and evaluate programme components relating to buildings, energy, climate change and sustainability; ability to foresee risks and allow for contingencies when planning.
- 3. Communications** – Excellent drafting and communication skills, both written and oral; ability to prepare project documents, strategy papers, briefing notes and reports that are clear, concise and meaningful for both technical and non-technical audiences; ability to establish and maintain good working relationships with a broad range of people to implement organizational objectives.

Languages:

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is required. Knowledge of a second official UN language is also required.

Other Desirable skills:

Fully proficient computer skills and use of relevant software and other applications, e.g. work processing, spreadsheets, internal databases and internet.

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



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Preference will be given to equally qualified women candidates.

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.

All applicants to be sent to the following address on or before the deadline of **10 March 2009**. 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:

Climate Change Coordinator
United Nations Environment Programme
Division of Technology, Industry and Economics
15, rue de Milan
75441 Paris Cedex 09
Paris, France
Email: lia.baschiribod@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 ANNOUNCEMENTS NO.: NA-09-11

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