

**VACANCY ANNOUNCEMENT**(Issue date: **30 March 2009**)

VACANCY NOTICE NO.:	NA 09-20
ORGANIZATION:	UNEP/DTIE
DUTY STATION:	Paris
FUNCTIONAL TITLE:	Associate Programme Officer (REN21)
GRADE:	L-2
POST NUMBER:	CPL-5070-3657-2647-220100
DURATION:	One Year (renewable)
CLOSING DATE:	17 April 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. REN21 (Renewable Energy Global Policy Network for the 21st Century) is a global policy network that provides a forum for international leadership on renewable energy. Its goal is to bolster policy development for the rapid expansion of renewable energies in developing and industrialised economies. Open to a wide variety of dedicated stakeholders, REN21 connects governments, international institutions, non-governmental organisations, industry associations, and other partnerships and initiatives. It promotes knowledge flow and exchange and helps identify knowledge gaps and ensure they are filled by capable institutions and individuals. REN21 is supported by a Secretariat hosted by UNEP Division of Technology, Industry, and Economics (DTIE) in Paris, where the post is located.

Duties and Responsibilities:

The Associate Programme Officer will support the REN21 Secretariat in tracking renewable energy policy, particularly in the Asia Pacific Region. Specifically, the incumbent will:

1. Provide expert support for the International Renewable Energy Action Programme:
 - a) Track renewable energy policies, particularly in the Asia Pacific Region, and manage the collection and follow-up of voluntary action programmes submitted from the various stakeholders including governments, industry, and civil society, communicate and report progress made from these actions within the renewable energy community worldwide.
 - b) Build and monitor network of multistakeholder contacts in the AP Region.
 - c) Provide input to the REN21 Renewables Global Status Report on renewable energy policy developments in the Asia Pacific Region.
2. Support the International Renewable Energy Conference 2010. Support the Indian government with raising awareness of the IREC 2010 and with of the IREC Action Program process by organizing communications and outreach among stakeholder groups.
3. Coordinate with the Asian-Pacific Partnership (APP). Maintain active contact with the Asian-Pacific Partnership Renewable Energy Task Force. Work with the APP Renewable Energy Task Force to continue the work starting at the Beijing conference and continued at WIREC to document the progress made and successes achieved in both China and India and announcing them at the IREC 2010
4. Co-ordinate with UNEP: Assist with work programme planning and project implementation of energy policy projects, particularly where there is a link to the Asia Pacific Region. Cooperate closely with the UNEP regional office ROAP.
5. Manage the project reporting requirements of the project donor, including financial and narrative reports.
6. Provide general support to the REN21 Secretariat team.

Qualifications:

Education

An advanced university degree in environmental management, environmental policy, economics, political science, or similar discipline is preferred. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Experience:

A minimum of three years of professional experience from relevant work is required, some of which at the international level. Experience in research and energy policy development is an asset. Working experience in developing countries is an advantage.

Competencies:

1. Professionalism - Demonstrated professional competence in the area of climate and energy policy; 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; ensuring quality of programmatic outputs and services; 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 energy, climate change and sustainability; Ability to identify priority activities; Ability to monitor own work plan in a multi-priority environment; Ability to foresee risks and allow for contingencies when planning.
3. Communication - 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 specialised and non-specialised audiences; Ability to establish and maintain good working relationships with a broad range of people to implement organizational objectives.

Other Desirable Skills:

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

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 an advantage.

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.

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 applications to be sent to the following address on or before the deadline of **17 April 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:

**Head, REN21 Secretariat
United Nations Environment Programme
Division of Technology, Industry and Economics
15 rue de Milan
75441 Paris Cedex 09
Email: liliane.chaljub@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.

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