



## VACANCY ANNOUNCEMENT

Issue date: 17./06/2009

**NOTE:**

*The Executive Director reserves the right to appoint a candidate at a level lower than the advertised level of the post. 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.*

<b>VACANCY NOTICE NO.:</b>	<b>NA-09-42</b>
<b>ORGANIZATION:</b>	<b>UNEP/DTIE</b>
<b>DUTY STATION:</b>	<b>Paris</b>
<b>FUNCTIONAL TITLE:</b>	<b>Project Manager</b>
<b>GRADE:</b>	<b>L-3</b>
<b>DURATION:</b>	<b>20 Months</b>
<b>CLOSING DATE:</b>	<b>24 June 2009</b>

### Background:

The United Nations Environment Programme (UNEP) is a United Nations entity mandated 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. Its Division of Technology, Industry and Economics (DTIE) works with international and non-governmental organisations, 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 vacancy announcement is for a position within DTIE's Energy Branch, which contributes to UNEP's climate change programme by promoting the deployment and finance of energy efficient and low greenhouse gas technologies in developing countries.

### Duties and Responsibilities:

The successful applicant will assist in the management of a project aimed at promoting the use of cost-benefit analysis in policy making for climate change, and to highlight the linkages between climate change policy and fiscal policy. Coordination of the work of an international team of multidisciplinary experts, to ensure that their inputs are complementary, represents a major part of the work.

The objective of the project is twofold: to raise awareness amongst national governments about the economics of climate change mitigation and adaptation policies, and to provide guidance for developing economically sound long-term climate change policies and plans. The project will consist of three main tasks: review of the information needs associated with a cost-benefit analysis of climate change mitigation and adaptation policies; organisation of awareness-raising activities on the economics of climate change; and preparation of terms of reference for developing country-specific methodologies to assess the costs and benefits of climate change policies in countries which show an interest in it.

The incumbent will work under the supervision of a Programme Officer in the Energy Branch. He or she will work closely with the UNEP Risø Centre and will engage relevant UNEP staff and external experts on behalf of the project's steering committee. Specific duties and responsibilities are listed below.

***Participate in the development of guidance on the economics of climate change***

- draft terms of reference for all project partners, including a detailed description of the format and content of the various project outputs;
- assist in the management of a range of online and in-person consultations, to ensure that project outputs take into consideration contributions from UNEP and external project partners;
- based on input by sectoral experts, draft the project's main output – an overview of the issues that need to be considered to both conduct a cost-benefit analysis of mitigation and adaptation policies, and to assess the fiscal implications of policy inaction on climate change.

***Organisation of awareness-raising activities***

- undertake outreach activities such as workshops and seminars and make presentations to national governments with an interest in cost-benefit analysis as a tool to inform climate change policy planning and goal setting;
- contribute to the organisation of two, possibly more, awareness-raising events – one on the margins of a G8 Finance Ministers and Central Bank Governors' meeting, and a second one during the conference of the parties to the climate change convention.

***Project administration***

- monitor project expenditures with the UNEP Risø Centre, the project's implementing agency;
- oversee contractual agreements with project partners, including payment schedules;
- prepare regular implementation reports at the request of both UNEP's administration and the project donor.

***Contribution to follow-up project activities and related work***

- prepare detailed project descriptions for using the guidance produced by the project to develop country-specific methodologies in two countries whose governments have shown a reasonable interest in it and for which there is some indication that funding will be available from a donor country;
- serve as resource person within UNEP for activities related to the project's subject matter, including development of related initiatives that further the goals of the project.

**Qualifications:**

**Education**

An advanced university degree in economics, preferably with a specialisation on macro-economics, familiarity with fiscal policy and knowledge of climate change issues. A first university degree in this area with a relevant combination of professional and academic qualifications is acceptable.

**Experience**

A minimum of five years of project management experience in the area of policy analysis and policy cooperation between countries. Experience working in an international environment is required. Experience with a governmental or inter-governmental agency is an advantage.

**Competencies**

Professionalism: Demonstrated professional experience in macroeconomic policy analysis and cost-benefit analysis, preferably in the areas of climate change policy and fiscal policy. Innovative thinking

and proven experience of programme management. Ability to develop strategies and empower others to accomplish objectives and solve problems.

Communication – Highly developed communication skills (spoken, written and presentational), including the ability to present and prepare reports, and to manage awareness raising activities on the economics of climate change.

Teamwork – Ability to work collaboratively to achieve organizational goals in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Planning and organizing–Ability to identify priorities, work to tight deadlines, handle concurrent projects and coordinate the work of others.

**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; ability to work in French (written and spoken) is desirable. Knowledge of any other official UN language is an asset.

**Other Desirable Skills:**

Demonstrated ability to work effectively with a wide range of stakeholders. Specifically, the incumbent should have demonstrable experience with fostering co-operation among public officials and relevant stakeholders and experts. Excellent computer skills (Word, Excel, PowerPoint) are also 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 **24 June 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:

Daniel Puig  
Programme Officer, Energy Branch  
United Nations Environment Programme  
15, rue de Milan  
75009 Paris  
France  
Phone inquiries: (33-1) 44 37 76 29  
e-mail: c/o Liliane Chaljub [liliane.chaljub@unep.org](mailto:liliane.chaljub@unep.org)

**Deadline for applications: 24 June 2009**

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-09-42**  
**(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](mailto:recruitment@unon.org).**