



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)

VACANCY NOTICE NO.:	NA/09
ORGANIZATIONAL LOCATION:	UNEP/DTIE
DUTY STATION:	Paris, France
FUNCTIONAL TITLE:	Project Manager
GRADE:	L5
POST NUMBER:	
DURATION:	1 year renewable
CLOSING DATE:	13 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. The position is within the Energy Branch's Technology Transfer Unit, which contributes to the organization's energy and climate change goals by promoting the deployment of energy efficient and low greenhouse gas technologies in developing countries.

Duties and Responsibilities

The successful applicant will participate in the activities of the Technology Transfer Unit as a Senior Adviser in order to allow for the smooth launching of various projects that are in a preparatory stage. A list and short description of projects for which the participation of the incumbent might be required is provided below. More specifically however, the most important area of work at short term will be the design and development of a GEF supported initiative related to the elaboration of Technology Needs Assessments (TNA) under the Poznan Strategic Programme on Technology Transfer. In this respect, specific duties and responsibilities will be:

- Participate in the discussions on the preparation of the final version of the TNA Hand Book and provide comments and suggestions as necessary with the view of meeting the GEF and EGTT deadlines;
- Define the concept of the new initiative on TNAs on the basis of the Hand Book guidelines and recommendations, on the discussions already held on this subject (minutes will be made available) and on the guidance of the direct supervisor and the Energy Branch Chief;
- Establish appropriate criteria for the selection of countries as well as targeted technologies;
- Prepare the appropriate documentation necessary for project submission and endorsement according to the GEF procedures (PIF, PPG, Project Document) and internalization and approval according to UNEP procedures (PAG submission, Internal Cooperation Agreement);

Division of Technology, Industry and Economics

15, rue de Milan, 75441 Paris Cedex 09, France

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- Prepare concept presentations under the form of memos and slides for consultation meetings to be convened by the GEF, the UNFCCC or the EGTT;
- Liaise with all partners involved: DGEF, GEFSEC, EGTT, UNDP, etc.
- Report on the main issues and difficulties encountered so that lessons can be drawn with regard to the preparation of successive phases of TNAs development.

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Other projects on which the incumbent might be requested to work, at the supervisor's request:

- Participation in the finalization of the project document for GEFCEO endorsement of the Global Market Transformation for Efficient Lighting;
- Supervision of the PPG for the lighting projects in Morocco, Côte d'Ivoire, Mauritania and Viet-Nam;
- Preparation of a PIF and PPG for a Solar Project in Algeria.

The incumbent will be under the supervision of the Head, Technology Transfer Unit, Energy Branch, DTIE. He or she will work closely with other Paris based staff supporting UNEP's overall climate change programme.

Leadership

Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Gender Mainstreaming: Provide leadership and take responsibility for ensuring appropriate attention to both gender balance and geographic representation in staffing and to incorporating gender perspectives into the substantive work.

Qualifications and Experience

Advanced university degree in areas related to engineering, economics, energy technology, etc. or a first university degree in one of these areas with a relevant combination of professional and academic qualifications is acceptable.

At least ten years of work experience in the specific area associated with the post, including related to sustainable energy technologies, energy efficiency, technology transfer, or development cooperation programmes. Knowledge of the technology and policy aspects of climate change mitigation in developing countries and the UN Framework Convention on Climate Change (UNFCCC) is required. The incumbent must possess a demonstrated personal ability to initiate and promote collaborative approaches and implement joint activities undertaken by geographically and culturally disparate partners. An essential requirement is a demonstrated experience of working with the GEF and of GEF procedures.

Language Requirements

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is an absolute requirement.

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Other Desirable skills and Competencies

The successful candidate must demonstrate excellent performance management and teamwork skills and leadership qualities. He or she will have experience working in an international environment, a demonstrated ability to achieve results, and effectiveness in working effectively with a wide range of stakeholders. Excellent computer skills (Word, Excel, PowerPoint) are also required.

Qualified candidates may submit their applications, including a cover letter and curriculum vitae or United Nations Personal History form (P.11), to:

Mark Radka
Chief, Energy Branch
United Nations Environment Programme
15, rue de Milan
75009 Paris
France
Phone inquiries: +33 1 4437 1429
e-mail: c/o Lilian Chaljub lilian.chaljub@unep.fr

The deadline for applications is 13 March 2008

Applications received after the deadline 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.

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