



TEMPORARY VACANCY ANNOUNCEMENT

(Issue date: **22/03/2010**)

VACANCY NOTICE NO.:	NA-10-08
ORGANIZATION:	UNEP/ETB
DUTY STATION:	Paris
FUNCTIONAL TITLE:	Head Advisory Services Unit
GRADE:	P-5
DURATION:	11 months (General Temporary Assistance)
CLOSING DATE:	11/05/2010

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. Located within the United Nations Environment Programme's Division of Technology, Industry and Economics, the Economics and Trade Branch (UNEP-ETB) seeks to conserve the environment, reduce poverty, and promote sustainable development by enhancing the capacity of governments, businesses, and civil society to integrate environmental considerations into economic, trade, and financial policies and practices in accordance with the partnership and integrated policy-making approaches of sustainable development.

Duties and Responsibilities:

Under the direct supervision of the Chief, Economics and Trade Branch (ETB), and the overall supervision of the Green Economy Initiative (GEI) Project Leader, the Head of the Advisory Services Unit will oversee work related to the implementation of country and regional projects and activities related to the GEI. In particular, the incumbent will be primarily responsible for managing, supervising, and implementing the work programme and activities of the Economics and Trade Branch Advisory Services Unit. In so doing, the incumbent will be expected to develop and advocate the implementation of innovative approaches, concepts and policies to promote the transition to a green economy.

Within delegated authority, the Head of the Advisory Services Unit will be responsible for:

1. Overall management of the ETB Advisory Services Unit:

- Providing guidance to the Chief of ETB and the GEI Project Leader on strategy development and management of GEI country and regional advisory services implementation.
- Preparing inputs for the work programme of the Economics and Trade Branch, determining priorities, and allocating resources for the completion of outputs and their timely delivery.
- Managing and supervising activities undertaken by the Advisory Services Unit and ensuring that substantive work programmes and programmed activities are carried out successfully and coordinated closely with other ETB units and other relevant UNEP offices and staff.

- Be responsible for timely delivery of reports to donors and intergovernmental bodies on budget and programme performance, including developing and monitoring performance parameters and indicators.
 - Recruiting staff for the Advisory Services Unit taking into account geographical and gender balance and other institutional values.
 - Managing, guiding, developing and training staff under his/her supervision in the Advisory Services Unit in Paris, as well as other key advisory service locations.
 - Fostering teamwork and communication among staff within the Advisory Services Unit and across UNEP and the UN, including other branches of DTIE, UNEP substantive divisions and UNEP regional offices.
 - Participating in international, regional or national meetings and providing programmatic/substantive expertise.
 - Develop and implement an effective capacity building programme responding to regional and national needs.
2. Leading regional and national level implementation of the UNEP Green Economy Initiative:
- Developing and maintaining relations with senior officials of UNEP Member States and leading and participating in advisory service missions.
 - Negotiating with donor and recipient governments on advisory service programmes and projects and ensuring a professional and timely response to requests for advice and/or assistance related to the GEI.
 - Ensuring advisory service programmes and projects are coordinated closely with relevant UNEP divisions, regional offices and staff, and other relevant UN partners working at the regional and national level.
 - Ensuring outputs produced by the Advisory Services Unit maintain high-quality standards and reports/publications are clear, objective and based on comprehensive data.
3. Carry out other relevant tasks as required.

Qualifications:

Education

Advanced university degree (Master's degree or equivalent) in economics, or related subject matter, ideally with a specialization in environmental economics or international economics. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of ten years of professional experience producing policy analysis and providing policy advice, including at the international level. Experience in environmental economics and development policy, including country-level project implementation in developing countries. Knowledge of UN processes and operations, both at the global and national levels, are highly desirable.

Competencies:

- **Professionalism** – Proven technical and project management expertise in the field of environmental economics.
- **Planning and organizing** – Proven ability to plan, organize and manage projects, requiring an in-depth understanding of its strategic direction and ability to integrate the work of the Branch into the DTIE and UNEP work programme; ability to organize and service inter-governmental bodies and technical meetings.
- **Teamwork** – Excellent 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.

- **Communications** – Effective written, oral and presentation skills, including the ability to draft and editing of reports, studies and other communications; ability to effectively chair meetings and develop consensus; ability to defend difficult issues and positions to senior officials; ability to provide advice and guidance.
- **Leadership** - Provide leadership to the work of the Unit to empower others and translate vision into results; and be proactive in developing strategies to accomplish objectives; establish and maintain relationships with a broad range of people to understand needs and support; take responsibility for ensuring equal participation of men and women in all areas of work.

Other Desirable Skills

Excellent computer skills (Microsoft Office, email, internet) are required.

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. Working knowledge of French is an asset. Knowledge of other UN official language(s) desirable.

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 **22/04/2010**. 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:

Mr. Steven Stone
 Chief, Economics and Trade Branch
 Division of Technology, Industry and Economics
 United Nations Environnement Programme
 11-13, Chemin des Anemones
 CH-1219 Chatelaine
 Geneva, Switzerland
 Tel: + 4122 917 82 98/81 79
 Fax: + 4122 917 80 76

Email: etb@unep.ch

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-10-08

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.