



TEMPORARY VACANCY ANNOUNCEMENT

(Issue date: ... 2010)

NOTE:

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. This position is funded for an initial period of one year and may be subject to extension.

VACANCY NOTICE NO.:	NA-10-26
ORGANIZATION:	UNEP/DTIE
DUTY STATION:	Paris
FUNCTIONAL TITLE:	Special Assistant to the Director
GRADE:	P-3
BAC NUMBER:	FPL-1212-2318-1161-1157
DURATION:	6 Months
CLOSING DATE:	9 August 2010

Background:

The United Nations Environment Programme (UNEP) is the United Nations systems 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. The overall objective of the UNEP's Division of Technology, Industry and Economics (DTIE) is to encourage decision makers in government, local authorities and industry to develop and adopt policies, strategies and practices and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices and other tools that assist in environmentally sound decision making and the building of corresponding activities. This post is located in UNEP/DTIE at the Paris duty station.

Duties and Responsibilities:

Under the supervision of the Director, DTIE, the incumbent will perform the following:

1. Ensure management and operational support to the Division Director: Monitor the implementation of decisions from Division meetings as well as from UNEP's Senior management Team; Ensure that adequate information is circulated between the Director's office and the Branches/Units within the Division; Assist the Division in liaising with other UNEP Divisions to ensure smooth communication of information and coordination; Draft responses to specific requests for UNEP senior management.
2. Prioritize Director's agenda and ensure that timely and quality briefings/notes are provided to the Director and to UNEP Executive Office; Organize and oversee the director's agenda; Coordinate the organization of the Director's missions; Prepare speeches and other inputs for presentation by the Director to meetings with other UN agencies, governments; Non Governmental Organizations (NGO), Institutions and partners in general; Coordinate and ensure quality of the briefings prepared for the Director and UNEP Executive Office .
3. Provide operational support to the Director: Dealing independently with matters that do not need to be brought to the Director's attention; Consulting with appropriate chief of branches and units and drafting replies as appropriate; Prioritizing important correspondence and issues for the Director's

attention ensuring that all matters coming in and out of the Director's office are established and followed.

4. Organize special events for the Division and represent the Division at meetings, as requested, as well as assist in the preparation of working documents for various international and intergovernmental meetings.

5. Perform other duties as may be assigned.

Competencies:

Professionalism: Good research, analytical and problem solving skills, including the ability to participate in the resolution of issues, ability to apply good judgment in the context of assignment given; Expert command of planning and programming.

Communication: Excellent communication skills (written and spoken), including the ability to draft a variety of reports in a clear and concise style and to summarize reports on policy issues.

Teamwork: Very good interpersonal skills and ability to maintain effective partnerships and working relations in a multicultural environment; Ability to work collaboratively with colleagues to achieve organizational goals.

Planning and organizing: Ability to develop clear goals that are consistent with agreed strategies; Ability to identify priority activities and assignments and adjust priorities as required; Ability to plan own work, manage conflicting priorities, work under pressure, organize meetings.

Qualifications and Experience:

Education

Advanced university degree (Master's degree or equivalent) in environmental sciences, management, political science, law or related area. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of five years of progressively responsible experience in project/programme management or related field at the national and/or international level. Knowledge of the UN system an advantage.

Languages:

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

All applications to be sent to the following address on or before the deadline of **Monday 09 August 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:

e-mail: Sandra.averous@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 ANNOUNCEMENT NO.: NA-10-26
(Applications without Correct Vacancy Number will not be Considered)

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.