

## VACANCY ANNOUNCEMENT

*Issued on 19 June 2007*

<b>VACANCY NOTICE NO:</b>	NA-07-07
<b>ORGANIZATIONAL LOCATION:</b>	UNEP/DGEF
<b>DUTY STATION:</b>	Nairobi
<b>FUNCTIONAL TITLE:</b>	Task Manager, International Waters
<b>GRADE:</b>	L-4
<b>POST NUMBER:</b>	FB/8000-06-03-1131
<b>IMIS NO:</b>	603763
<b>DURATION:</b>	1 year Renewable
<b>CLOSING DATE:</b>	16 July 2007

The position is located in the United Nations Environmental Programme (UNEP), Division of Global Environment Facility (GEF) at the Nairobi duty station.

### **Background information:**

UNEP is one of three implementing agencies of the Global Environment Facility (GEF), alongside the World Bank and the UN Development Programme (UNDP). The GEF helps developing countries and those with economies in transition to meet the agreed incremental costs of measures designed to achieve global environmental benefits in six focal areas: biological diversity, climate change, international waters, ozone layer depletion, land degradation and persistent organic pollutants (POPs).

### **DUTIES AND RESPONSIBILITIES**

The post is located in UNEP/DGEF. Working under the guidance of the Senior Programme Officer - International Waters, the Task Manager will be responsible for International Waters projects approved with GEF funding and being executed by external agencies. Specifically, the incumbent will perform the following duties:

#### **1. Project Implementation:**

- a) Oversee the implementation of the International Waters (IW) projects including, but not limited to the following projects:
  - Full size project: Addressing Land-based Activities in the Western Indian Ocean;
  - Full size project: Addressing Transboundary Concerns in the Volta River Basin and its Downstream Coastal Area;
  - Full size project: Combating Living Resource Depletion and Coastal Area Degradation in the Guinea Current LME through Ecosystem-based Regional Actions;
  - Full-size project: Reduction of Environmental Impact from Coastal Tourism through Introduction of Policy Changes and Strengthening Public-Private Partnerships;
  - PDF-B: Protection of the Canary Current Large Marine Ecosystem;
  - Full-size project: Reduction of Environmental Impact from Tropical Shrimp Trawling, through the Introduction of By-catch Reduction Technologies and Change Management;
- b) Ensure that Executing Agencies (EAs) are provided with proper direction on UNEP's and GEF's policies and procedures for execution, financial accounting and reporting related to the projects under their direct supervision;
- c) Provide substantive scientific and technical advice to projects as required, to ensure smooth and effective implementation and achievement of strategic as well as immediate objectives;
- d) Monitor progress in project implementation through solicitation and review of periodic reports of EAs and the preparation of quarterly summary and annual reports of implementation progress;
- e) Promote the sharing of experience between project EAs, and between individual project managers of International Waters projects, including their participation in consultation for future portfolio development; Facilitate the design and implementation of mid-term and final evaluations of all projects under her/his supervision;

- f) Identify opportunities for, and initiate actions to secure, partnerships and collaboration with other agencies, the private sector, NGOs, or UNEP programme units in the development of new projects, strategies or methodologies;
- g) Ensure the smooth functioning of the administrative support to projects and the timely review of reports and disbursement of project funds;
- h) Provide input to the development of budget and work programme planning of the UNEP/GEF Co-ordination Unit, and prepare technical reports on the portfolio operations for the use of UNEP management;
- i) Review Project Implementation Reviews (PIR's), to provide guidance to EAs to ensure projects are progressing towards meeting project objectives and PIRs of high scientific and technical quality; contribute to PPR and SMPR;
- j) Identify projects at risk and develop the necessary approaches for mitigating the identified problems.

## **2. Technical Advice and Evaluation:**

- a) Support the evaluation of lessons learned from the IW project implementation in particular:
  - Assess methodological lessons from project implementation to determine successful strategies that could be applied to future UNEP/GEF project implementation;
  - Assess the effectiveness of the inter-linkage of International Waters project implementation with other GEF focal areas;
  - Identify technologies, methodologies and processes that have proven successful in International Waters project implementation and develop new opportunities for their replication in future projects.
- b) In light of the above, support the identification of potential projects and appropriate executing agencies for such projects, through assessment of unsolicited proposals or pro-active approaches to potential EAs;
- c) Provide documentation on project activities to external agencies for the purpose of inter-agency co-ordination, dissemination of lessons learned and replication of good practices and methodologies;
- d) Analyze strategic and policy implications of the findings and results of the projects under her/his responsibility, with a view to feeding those inputs into UNEP and GEF policy and strategy and GEF programme development.

## **3. Project development and concept identification activities:**

The incumbent will devote time to the development of new concepts in the focal area of International Waters for submission to the GEF pipeline.

## **Qualifications and work Experience:**

### **Education**

Advanced university degree (masters and above) in fields such as marine or freshwater biology, ecology, hydrology or chemistry; coastal zone and river basin management or related fields, with specialization in issues related to the protection and management of international waters.

### **Work Experience**

- At least seven years relevant experience in a field related to International Waters;
- Work experience with projects in developing countries;
- Demonstrated successful experience in large-scale project design, management, supervision and monitoring;
- Demonstrated experience of working in international and/or multi-country contexts.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of French language highly desirable, knowledge of other UN language an asset.

### **Competencies**

Professionalism: Knowledge and understanding of international waters issues and discussions, knowledge and understanding of environmental and resource status of various international waters; practical experience in programme/project management and oversight; good analytical and problem-solving skills, including ability to identify and participate in the resolution of issues/problems; ability to apply good judgment in the context of assignments given; ability to plan own work and manage

conflicting priorities. Communication: Good communication (spoken and written) skills, including the ability to comments on a variety of project related documents, the ability to prepare technically sound and logical proposals for projects, and the ability to outline project concepts and project implementation direction. Technological Awareness: Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheet and other project management software. Teamwork: Good interpersonal skills and ability to establish and maintain effective partnerships and working relationship in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

**Other Desirable Skills:**

Knowledge of modern computer applications and software including advanced use of spreadsheet and database applications required. Ability to verbally communicate complex ideas and concepts in a lucid and to write concisely and precisely. Ability to produce high quality documents at short notice.

**Indicative Salary Plus Post Adjustment\* (Net per annum) in US Dollars**

	<b>At dependency rate</b>	<b>At single rate</b>
L4 step 1	66,401 + 20,717* = 87,118	61,834 + 19,292* = 81,126

Plus 30 days paid leave every year and other standard UN benefits. See UN website [http://www.un.org/Depts/OHRM/salaries\\_allowances/index.html](http://www.un.org/Depts/OHRM/salaries_allowances/index.html) for more details.

Interested applicants are required to send a detailed, curriculum Vitae including date of birth, nationality, educational qualifications, a summary of professional skills and/or expertise, a summary of relevant work experience, publications written, and languages spoken, or to complete a United Nations Personal History form (P.11), available on our website at [www.unep.org/vacancies](http://www.unep.org/vacancies).

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 UNEP-DGEF is a non-smoking environment.

**Preference will be given to equally qualified women candidates.**

All applications to be sent to the following address **on the deadline of 16 July 2007**

Chief, Recruitment and Classification Section  
Human Resource Management Service  
United Nations Office at Nairobi, (UNON)  
P.O. Box 67578 00100, Nairobi, Kenya

Email: [Recruitment@unon.org](mailto:Recruitment@unon.org)  
Facsimile (254 20) 62 42 12/62 41 34

**PLEASE QUOTE VACANCY ANNOUNCEMENT NO: NA-07-07**

**\*Post adjustment subject to change because of cost of living fluctuations**

*Note: 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 this office and requesting the payment of a fee please contact [Recruitment@unon.org](mailto:Recruitment@unon.org)*