

**VACANCY ANNOUNCEMENT****(01 April 2008)**

VACANCY NOTICE NO.:	NA-08-015
ORGANIZATIONAL LOCATION:	UNEP/ROE
DUTY STATION:	Geneva
FUNCTIONAL TITLE:	Senior Programme Officer
GRADE:	L-5
POST NUMBER:	
IMIS NO:	
DURATION:	1 Year (with possible extension)
CLOSING DATE:	15 April 2008

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 Regional Cooperation (DRC) helps to implement UNEP's global programs in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies.

The United Nations Environment Programme (UNEP) is the voice for the environment within the United Nations system. UNEP acts as a catalyst, advocate, educator and facilitator to promote the wise use and sustainable development of the global environment.

Environmental management is key to the health, livelihoods and vulnerability of poor people in Europe. Mainstreaming seeks to improve environment outcomes that contribute to achieving the MDGs. Governments and other stakeholders improve environment outcomes that matter to poor people by mainstreaming poverty environment issues into key processes and their implementation – including national plans, sectoral strategies, environmental policies, economic decision making and subnational planning. The UN and other development partners can encourage mainstreaming by expanding knowledge and strengthening capacity, incentives and institutional processes to give a higher priority to environment issues that matter to poor people. The programme will link with the global upscaling of the Poverty Environment Initiative (PEI) and a joint UN Poverty Environment Facility in Nairobi, the wider UN reform process and UN support to MDG based planning and the multi-donor Poverty Environment Partnership (PEP).

The "One UN" pilot initiative will test how the UN family can deliver in a more coordinated way at country level. The objective is to ensure faster and more effective development operations and accelerate progress to achieve the Millennium Development Goals. The One UN pilots will also spur other countries into putting in place the processes and mechanisms to enable the UN to deliver as one. The One UN process presents UNEP with a unique opportunity to work more effectively at country level as part of the UN family in order to mainstream the environment both in the work of the UN Country Teams (UNCT) and the operations of the national authorities.

UNEP wishes to recruit a Senior Programme Officer (L5) to manage the European Poverty Environment Initiative to support integration of environmental sustainability into national development processes, including within the UN country teams. The SPO will oversee implementation of UNEP's poverty and environment programme, coordinate the delivery of UNEP's One UN activities in the region, and provide

strategic and policy guidance to the environmental work of the UN Country Teams. The Senior Programme Officer (SPO) will be essential in strengthening UNEP's Poverty and Environment team and on other high-profile, ongoing processes such as wider UN reform, including Delivering as One at a country level.

Duties and Responsibilities:

- The Senior Programme Officer will work in close collaboration with relevant officers in UNEP responsible for overseeing specific parts of UNEP's programme in relevant countries and relevant project personnel and national authorities. The Senior Programme Officer will also work closely with Environment and Policy Advisors of the UNDP Regional Centres.
- (S)he will report directly to the Director, UNEP's Regional Office for Europe.
- Annual Evaluations are made in accordance with the procedures of UNEP with inputs from the UN Regional Centres and the Poverty Environment Facility in Nairobi.

1. Provide Inputs to UNEP's Programme in the One UN pilots under the Delivering as One Framework

The Senior Programme Officer will support UNEP's Programme in the One UN pilots in the European region by:

- Representing UNEP within the UN Country Team (UNCT) to ensure that environment is incorporated in the work of the UNCT and in the initiatives under the One UN, especially during the common country programming process;
- Identifying opportunities for joint programmes in the country and channeling UNEP's inputs into the UN common country programming process;
- Drafting and keeping updated a UNEP-wide country programme document in collaboration with all UNEP units with national activities and use the process to promote synergies, avoid duplication, and ensure a coordinated delivery of UNEP's activities in the One UN pilots;
- Providing joint programming and planning support by: chairing e.g. forums such as UNDAF Thematic Groups on Environment; coordinating the establishment and execution of joint programmes; producing annual evaluations on UNDAF outcomes; and assisting in enhancing interagency cooperation and coordination; and
- Providing policy dialogue support by: producing policy briefs and updates; providing inputs for preparation of the RC Annual Report, MDG progress reports and other common analytical documents for the UN system; facilitating coordination activities at the technical level; representing the UNCT as necessary in policy dialogue with Government and development partners.

2. Support the development and implementation of the European Regional Poverty Environment Initiative

The Senior Programme Officer will be a member of the UNEP ROE team. Within the context of the European regional Poverty and Environment Initiative, he/she will have the following duties:

- He/she will manage the development and implementation of the European Regional Poverty and Environment Initiative, in cooperation with other UNEP ROE staff and designated staff in UNDP Regional Centres, as well as staff in the Facility in Nairobi.
- He/she will work mainly to coordinate the preparation and launching of the European region UNDP-UNEP PEI country programmes in line with an agreed strategy and work plan, including as focal point or backup focal point for the project countries, communicating with national focal points as well as other PEI partners and assisting them in developing annual work plans, Terms of References for project activities etc.
- Drawing on the services and resources of the UNDP-UNEP Poverty and Environment Facility, he/she will provide knowledge management and technical support to the country level partners.
- He/she will contribute to the organization and logistical support for the organization of national

and regional workshops and meetings that will take place under the European regional Poverty

and Environment Initiative. The participation of the SPO in some of the workshops and meetings is also foreseen.

- He/she will also contribute to other activities of the Poverty and Environment Team outside the scope of the project, in particular as it relates to the Millennium Development Goals and the work of the United Nations Development Group.

Qualifications and Experience:

Education:

Advanced University degree in environment and development related field (natural resources management, environment/development economics, law) with knowledge of socio-economic aspects of sustainable development. Experience and knowledge of poverty environment issues and preferably environment mainstreaming into national planning processes would be an asset. Full computer literacy.

Experience:

At least ten years of relevant and progressive experience in international sustainable development projects, with at least 5 years working with governments and/or developing country field environments. Work experience in the European region would be a distinct asset.

Proven experience with different aspects of project management including development, planning, implementation, evaluation and supervision of environmental experts.

Language Requirements:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in spoken and written English is a requirement. Knowledge of other UN official languages is an asset;

Other Desirable Skills:

Strong interpersonal skills with ability to establish and maintain effective work relationships with people of different national and cultural backgrounds;

Excellent coordination skills, with ability to work under pressure and handle multiple activities and projects concurrently,

Ability to work independently and to participate effectively in a team based information sharing environment;

Knowledge of UNEP, UNDP and the UN system, including the UN common country programming process;

Competencies:

Communication: Strong communication skills with ability to express ideas clearly, both orally and in writing.

Salary plus Post Adjustment* (net per annum) in US Dollars

At dependency rate

At single rate

81,197+ 30,611* = 111,808(Post Adjustment)

75,432 + 28,437* = 103,869 (Post adjustment)

- Plus 30 days paid leave every year; education grant up to \$12,892 per child per academic year for expatriates.
- 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**

Interested applicants are requested 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 UNEP website at: www.unep.org/vacancies.

Preference will be given to equally qualified women candidates.

All applications to be sent to the following address **on or before the deadline of 15 April 2008.**

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
Facsimile (254 20) 62 42 12/62 41 34

Deadline for applications: 15 April 2008

PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-08-15

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

Applicants should take note that Kabul is a non-family duty station, and that limited health care facilities are available. Qualified women are strongly encouraged to apply, as are candidates from within the region.

