

**VACANCY ANNOUNCEMENT****(20 June 2008)**

VACANCY NOTICE NO.:	NA-08-37
ORGANIZATIONAL LOCATION:	UNEP/Division of Global Environment Facility (DGEF)
DUTY STATION:	Panama
FUNCTIONAL TITLE:	Task Manager – Biodiversity/Biosafety
GRADE:	L-3
POST NUMBER:	FBL-2328-2780-4940-1179
IMIS NO:	605192
DURATION:	1 Year (renewable)
CLOSING DATE:	18 July 2008

Background:

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

Under the Supervision of the Senior Programme Officer (Biodiversity) the Task Manager will be responsible for the supervision of and support to the identification, development and implementation of projects funded by the Global Environment Facility (GEF) and implemented by UNEP in the Focal Area of Biodiversity, with primary responsibility for Biosafety projects in Latin America and the Caribbean. He/she is expected to cover a portfolio of relatively similar projects in the area of Biosafety. He/she also contributes to other UNEP and GEF corporate activities within his/her field of expertise. The Task Manager will contribute to knowledge management objectives by codifying and summarizing lessons derived from the projects for which s/he provides oversight.

1. Project identification and development

- Liaise with internal and external partners to identify relevant and eligible project concepts
- Discuss and clear such concepts with the Senior Programme Officer;
- Consult with UNEP Divisions and regional offices as necessary;
- Advise project proponents on how to revise concepts to respond to issues raised by the peer reviewer or other reviews;
- Present and defend the concept at the PAG;
- Advise proponents preparing the Project Preparation Grant (PPG) request, if required, for submission to GEF;
- Monitor GEF project milestones to avoid delays and potential project cancellation;
- Address GEF Secretariat and STAP reviews and ensures that PAG recommendations are considered in further project development by the executing agency;
- Work with the Fund Management Officer to internalize the PPG upon GEF approval;
- Supervise PPG execution in accordance with UNEP and GEF policies and procedures;
- Support the executing partner in mobilizing co-financing for the project;
- Ensure that a PPG completion report and financial report is available upon completion of activities;
- Verify that project proposal meets GEF quality-at-entry standards before submission to

SPO and GEF management for PRC review;

- Follow up- with GEF Sec during the project review process and promptly address any comments in consultation with project partners;
- Upon GEF CEO approval, work with the Fund Management Officer to internalize the project document.

2. Supervision of project implementation

- Prepare project supervision plans for all projects under his/her portfolio for their entire duration and periodically update them;
- Organize and manage the project inception meeting with a view to ensure project implementation readiness;
- Provide oversight to project execution and in doing so ensure that all UNEP and GEF criteria, rules and regulations are adhered to by project partners;
- Participate in the Steering Committee meetings and ensure that the Steering Committee fulfills its function;
- Regularly monitor project progress and performance and rates progress towards meeting project objectives, project execution progress, quality of project monitoring and evaluation, and risk;
- Periodically assess project assumptions and monitors risk;
- Monitor reporting by project executing partners and provides prompt feedback on the contents of the report;
- Promptly inform management of any significant risks or project problems and takes action and follows up on decisions made;
- Prepare reports in accordance with GEF and UNEP requirements;
- Maintain adequate project-related documentation;
- Cooperate in the “quality of project supervision assessment”;
- Apply adaptive management principles to the supervision of the project;
- Assist with the preparation of project revisions, ensuring that project revision documentation is complete and in accordance with DGEF requirements;
- Assess the need to conduct mid-term independent evaluation and if so, liaises with the Evaluation and Oversight Unit to ensure the evaluation is timely conducted;
- Review project outputs, provides technical input and ensures quality standards are met;
- Manage any mandatory project(s) mid-term review in accordance with DGEF guidance and prepares a management response with a plan for implementation of recommendations;
- Support the project terminal evaluation;
- Take responsibility to ensure that project is financially closed in a prompt manner after completion of project activities.

3. DGEF knowledge management and data management

- Identify and codifies lessons emerging from project implementation;
- Ensure accuracy and completeness of project data in the project information system for all projects under his/her supervision;
- Contribute to project data reconciliation exercises within DGEF and with the GEF Secretariat;
- Identify media and other outreach opportunities and materials and contributes project information and written materials to be used by the communications and outreach Programme Officer.
- Participate and contribute to any events organized by GEF and UNEP to disseminate information on project results and lessons.

4. Contribute to UNEP and GEF corporate tasks

- Provide input to UNEP and GEF corporate tasks as illustrated by the Senior Programme Officer

Qualifications and Experience:

A. Education

Advanced Level degree in biological sciences, agriculture or another relevant natural science subject with relevant combination of professional and academic qualifications. A first level degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

B. Experience and knowledge:

A minimum of 5 years experience working in the area of environmental management of which 3 are at the International level. A good understanding of international biosafety legislation, especially the CARTAGENA Protocol on Biosafety, and also practical experience of the fundamental components of a national biosafety framework (policy, regulatory regime, administrative system, monitoring and public participation). The post also requires knowledge and experience with international environmental negotiations, experience in Latin America and the Caribbean, and knowledge of wider biodiversity issues (conservation, sustainable use and equitable sharing of benefits). Proficiency in computer skills, familiarity with standard office software applications, good organizational skills, plus excellent verbal and written communication skills are additional skills.

C. Competencies and skills:

Professionalism: Knowledge and understanding of international waters issues and discussions, knowledge and understanding of environmental and resource status of various international water; 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 – effective communication (spoken, written and presentational skills); demonstrates openness in sharing information and keeping people informed.

Planning and Organizing – proven ability to plan and organize focal area project work of the unit into the Division's work programme ensuring timely and effective delivery of results; develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments, adjusting them as required.

Client Orientation – the incumbent will be dealing with the GEF Secretariat, UNEP Divisions, project proponents, government officials, NGO's and other UN agencies. In these liaisons, the incumbent has to demonstrate client orientation in meeting the combined needs of the various organizations and fitting it into the focal area programme of work; Establishes and maintains productive partnerships with clients.

Leadership – the incumbent should be proactive in developing strategies to accomplish objectives in the focal area; establishes and maintains relationships with a broad range of people to understand needs; anticipates and resolves conflicts by pursuing mutually agreeable goals.

D. Language Requirements:

English and French are the working languages of the UNEP. For the post advertised, fluency in oral and written English and Spanish is required. Working knowledge of French language and Portuguese would be a plus. Knowledge of other UN languages an asset.

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 11 July 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

Deadline for applications: 11 July 2008

PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-08-37