

**VACANCY ANNOUNCEMENT****(Issue date: 20 June 2008)**

VACANCY NOTICE NO.:	NA-08-39
ORGANIZATIONAL LOCATION:	UNEP/Division of Global Environment Facility (DGEF)
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Senior Programme Officer – Biodiversity
GRADE:	L-5
POST NUMBER:	FBL-2328-2780-4940-1178
IMIS NO:	605184
DURATION:	1 year Renewable
CLOSING DATE:	18 July 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 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 guidance of the Director and the supervision of the Deputy Director DGEF, the Senior Programme Officer will be responsible for leading and overseeing a team of professional staff to develop and implement a multi-million dollar portfolio of projects in Biodiversity. This will include strategy and policy work as well as project cycle management. Specifically, the incumbent will perform the following duties:

1. Develop Biodiversity Corporate Strategy by:

- Analyzing UNEP and GEF approaches, strategies and priorities;
- Consulting with relevant internal and external partners;
- Drafting DGEF focal area strategy and conducting relevant consultations on it;
- Obtaining final approval of strategy and business plan and coordinating their implementation;
- Periodically assessing the strategy relevance and effectiveness and revising it as necessary;
- Providing input to DGEF business plan development and budgeting;
- Convening DGEF Biodiversity team meetings periodically and maintaining a record of its deliberations and conclusions;
- Managing the focal area pipeline including coordinating the soft pipeline;
- Representing DGEF in the GEF Focal Area Task Force meetings;
- Providing inputs to and liaising with STAP;
- Leading DGEF's joint programming with other UNEP Divisions.

- 2. Contribute to DGEF corporate knowledge management, data management, communications and outreach by:**
 - Identifying and codifying lessons emerging from portfolio and project implementation (over and above individual project knowledge management);
 - Overseeing portfolio data entry into the project information system and monitoring team compliance with data entry and quality of entry;
 - Contributing to project data reconciliation exercises within DGEF and with the GEF Secretariat;
 - Identifying media and other outreach opportunities and contributing portfolio and project information and written materials to be used by the communications and outreach Programme Officer.

- 3. Perform other corporate tasks in the following areas:**
 - Council document review and preparation of comments and briefings for management;
 - Representing DGEF in UNEP and GEF meetings;
 - Participating in the UNEP Project Review Committee (PRC) at least 3 meetings per year;
 - Providing input to UNEP and GEF policy and information documents;
 - Acting as DGEF focal point on UNEP's Medium Term Strategy, Programme of Work and other UNEP corporate activities;
 - Providing input to GEF corporate evaluations, including country portfolio evaluations, thematic evaluations and impact evaluations and contributing to the preparation of the Management Action Record.

- 4. Supervise portfolio development and implementation by:**
 - Providing technical guidance to Biodiversity focal area Task Managers concerning project design and implementation;
 - Coordinating project concept peer reviews;
 - Being accountable for project quality-at-entry by clearing projects for onward submission to DGEF senior management;
 - Defending projects during Project Approval Group (PAG) deliberations;
 - Coordinating responses to GEF Secretariat project review sheets and STAP comments;
 - Monitoring quality of project supervision by individual Task Managers in the Biodiversity focal area;
 - Clearing focal area project revisions to monitor implementation progress;
 - Reviewing quality of the yearly Project Implementation Reviews (PIR) prepared by Task Managers including consistency of application of ratings;
 - Preparing focal area reports summarizing portfolio performance and lessons;
 - Overseeing quality of project mid-term management reviews managed by Task Managers;
 - Identifying projects-at-risk and monitoring implementation of remedial actions;
 - Identifying and leveraging institutional/corporate partnerships for focal area, including co-funders and service providers.

- 5. Develop projects and supervise project implementation of selected projects by:**
 - Liaising with national organizations, GEF Executing Agencies, UNEP Divisions, MEAs, and international partners for identifying GEF-eligible project ideas within UNEP's comparative advantage and in line with DGEF strategy;
 - Overseeing project concept development and project preparation, providing technical advice to the executing agencies and translating GEF guidance and policies;
 - Liaising with GEF Secretariat focal area staff to ensure projects meet GEF requirements;

- Ensuring projects are reviewed and approved by the PAG;
- Responding to Council, STAP and GEF Secretariat project reviews;
- Assisting in mobilizing co-financing for the projects and obtaining letters of endorsement from GEF National Focal Points;
- Being a member of the project steering committees, reviewing technical and financial reports, assessing quality of outputs, providing relevant technical advice to project partners, assessing progress towards outcomes, preparing reports and documentation for project revisions, coordinating mid-term management project reviews and related management responses, providing input to project terminal evaluations, and other tasks associated with project implementation supervision in accordance with DGEF's Operations Manual.

6. Manages the Focal Area team and supervises and mentors staff by:

- Briefing new staff on UNEP and GEF policies, strategies and procedures;
- Harmonizing workloads within the team and assigning project portfolios;
- Providing on-going feedback on performance and guidance on work plan implementation;
- Conducting the e-PAS mid-term review;
- Mentoring the Focal Area team staff for career development and capacity development.

Qualifications and Experience:

A. Education

Advanced degree, preferably Ph.D in Ecology, Forestry, Natural Resource Management, or Environmental Economics, Sociology, Anthropology, Law, or related fields with specialization in Biodiversity, or a first university degree with relevant combination of academic and professional qualifications. Multi-disciplinary training preferable.

B. Experience and knowledge:

At least 10 years experience of which six should be at the international level. Knowledge of the GEF and its implementing agencies including UNEP and extensive knowledge and publication record of global issues in the focal area of Biodiversity. Knowledge of policy formulation and implementation an added advantage.

C. Competencies and skills:

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 programme of 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 is required. 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@unep.ch**

Deadline for applications: 11 July 2008

PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-08-39