



VACANCY ANNOUNCEMENT

(Issue date: **04 August 2008**)

VACANCY NOTICE NO.:	NA-08-54
ORGANIZATIONAL LOCATION:	Division of Regional Cooperation, (DRC) Regional Office for Africa, (ROA)
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Programme Officer
GRADE:	L-4
POST NUMBER:	2008-NFL-5020-2652-2609-110100
DURATION:	1 Year (renewable)
CLOSING DATE:	25 August 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 programmes in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. The division coordinates the work of six regional offices which bring regional perspectives to the development of UNEP policies and programmes and present and enlist support for UNEP global policies in the regions. This position is located in the UNEP/DRC, Regional Office for Africa (ROA).

DUTIES AND RESPONSIBILITIES

Under the supervision of the Director, Regional Office for Africa the incumbent will be responsible for the coordination of a harmonized and coherent development of UNEP country-level engagement in Africa within the overall context of UNEP's Medium Term Strategy and the UN *Delivering as One* framework, with focus on the One UN pilots (Cape Verde, Mozambique, Rwanda and Tanzania), CCA/UNDAFs, and other common country programming processes including linkages to the Poverty and Environment Initiative (PEI), UN Programme for Reducing Emissions from Deforestation and Degradation (UN REDD) and the MDG Achievement Fund. In particular, the incumbent will carry out the following specific tasks:

1. Identify opportunities for UNEP's engagement at country level in liaison with the UN Country Teams in the One UN Pilots and selected countries in Africa to support the development of the expanded phases of the One Pilots, CCA/UNDAFs including linkages to the activities of PEI, the MDG Achievement Fund.
2. In consultation with UNEP Divisions, promote and coordinate the UNEP sub programmes at the national level, provide briefings on environmental priorities to be addressed in the One UN pilots, CCA/UNDAFs and other related country programming processes including potential opportunities for effective UNEP engagement in these processes.

3. Support the development and execution of coherent UNEP-wide interventions in close consultation and cooperation with Governments, UN Country teams, other relevant partners and UNEP divisions to integrate environmental sustainability in the expanded phases of the One UN and CCA/UNDAFs as well as other common country programming processes in the region.
4. Support the establishment and coordination of inter-divisional processes, including UNEP *Virtual Country Teams* to guide UNEP's coherent engagement in country programming processes.
5. Establish and maintain country level coordination teams and other institutional and technical mechanisms for the delivery of the UNEP Ecosystem Management Programme at the country level. Coordinate technical teams for demonstration project implementation and capacity-building efforts at the national level.
6. Represent UNEP as appropriate in relevant meetings of the UN Country Teams and related national processes in support of UNEP's engagement in One UN pilots, CCA/UNDAFs, and other country programming operations including the PEI, UN REDD, and MDG Achievement Fund countries in Africa.
7. Assist in compiling and analyzing priority issues of significance and important lessons emerging from UNEP's engagement in Africa in the One UN pilots, CCA/UNDAFs and other country programming operations to serve as inputs in the further development and possible reorientation of UNEP's processes and procedures for engagement at the country level.
8. Support the development of a UNEP-wide strategic approach with UNEP divisions to guide UNEP's engagement in subsequent annual roll-out UNDAF Countries, other potential CCA/UNDAF processes in other countries and their linkages to UN REDD, the Poverty and Environment Initiative as well as the activities of the MDG Achievement Fund.
9. Provide substantial inputs for the preparation of regular policy briefings and updates for UNEP senior management, other UNEP staff, CPR, UN Country Teams and other relevant audiences, on UNEP's engagement at the country level on progress in the One UN pilots, CCA/UNDAFs, delivery of UNEP's Programme of Work and six sub programmes and other common country programming processes in Africa.
10. Carry out other relevant tasks as required

Qualifications and Experience:

A. Education

Advanced university degree in environmental policy/science, natural resources management and development or related field. A first level degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

B. Experience and knowledge:

Minimum of 7 years of professional working experience of which 5 should be at the international level, including relevant experience environmental/natural resources management in a UN context in developing regions of the world.

C. Competencies and skills:

Professionalism: Excellent coordination skills, with ability to work under pressure and handle multiple activities and projects concurrently; Knowledge of the UN system, including the UN common country programming process; Ability to manage complexities and adapt to changing environment; Focus on impact and results; Ability to operate effectively across organizational and country boundaries.

Communication: Ability to express ideas clearly, concisely and persuasively, including to ability to defend and explain difficult issues; Ability to draft/edit a variety of reports on UN policy issues and strategies relevant to own work as required.

Planning and Organizing: Ability to identify priority activities and assignments, handle multiple activities and projects concurrently and make necessary adjustments as required; foresee risks and allow for contingencies when planning.

Teamwork: Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; Ability to lead and gain assistance and cooperation of others in a team endeavour; Ability to work independently and to participate effectively in a team based information sharing environment.

D. Language Requirements:

English and French are the official languages of the UN Secretariat. For the post advertised, fluency in oral and written English is required and working knowledge of French is desirable.

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 25 August 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: 25 August 2008

PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-08-54