



VACANCY ANNOUNCEMENT

(Issue date: 21 May 2010)

NOTE:
Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. This position is funded for an initial period of one year and may be subject to extension.

VACANCY NOTICE NO.:	NA-10-18
ORGANIZATION:	UNEP/SCBD
DUTY STATION:	Montreal
FUNCTIONAL TITLE:	Global Coordinator
GRADE:	D-1 (Project Funded)
BAC NUMBER:	2010-BYL-2592-2796-2661-1151
DURATION:	1 year (with possible extension)
CLOSING DATE:	20 June 2010

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. At the 1992 Earth Summit in Rio de Janeiro, world leaders agreed on a comprehensive strategy for 'sustainable development'. One of the key agreements adopted at Rio was the Convention on Biological Diversity. The Convention establishes three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources. The Secretariat of the Convention on Biological Diversity (SCBD) is located in Montreal and is administered by UNEP.

Duties and Responsibilities:

Under the direct supervision of the Executive Secretary, in close cooperation with the heads of the division of the Secretariat and in close consultation with the Government of Japan, the incumbent will be responsible for the coordinating the activities of the Japan Biodiversity Trust Fund in support of the activities of the 10th Conference of the Parties (COP 10) in Nagoya/Japan. Specifically, the incumbent will perform the following functions:

- Oversee the management, coordination and implementation of the activities of the Japan Biodiversity Trust Fund: Lead, supervise and carry out the work programme of the Trust Fund; Co-ordinate the work carried out in respect to the Nagoya Biodiversity Technical Support Initiative; Provide guidance to National Biodiversity Action Plans, enhance the clearing house mechanism, mainstream biodiversity into development plans and support communication and outreach at the national level.
- Co-ordinate and oversee the preparation of reports for presentation to intergovernmental bodies such as the COP and other policy-making organs; Provide reviews on the drafts prepared; Ensure that the outputs produced maintain high-quality standards and are in compliance with the relevant mandates of the Initiative; Report to the COP on programmatic/substantive issues.
- Assist the Executive Secretary in preparing the work programme taking into account the decisions at COP 10, determine priorities and allocate resources for the completion of outputs and their timely delivery.
- Develop and implement a rolling business plan for the implementation of COP10 decisions in close consultation with the Government of Japan;

- Oversee the day-to-day coordination and management of the human and financial resources including managing, guiding, developing and training staff under his/her supervision; Evaluate staff performance (PAS), carry out interviews of candidates for job openings and evaluate candidates.
- Liaise with the executing/implementing agencies designated to undertake national activities related to the implementation of the activities of the Fund;
- Supervise and coordinate the operational tasks necessary for the functioning of the Trust Fund and the implementation of the Initiative, including reporting on budget/programme performance, and preparation of inputs for results-based budgeting.
- Lead and supervise the organization of meetings and seminars; Participate in international, regional or national meetings and provide programmatic/substantive expertise on issues; Participate as a member of the Management Committee of the SCBD.
- Perform any other duties as may be assigned.

Competencies:

Professionalism: Proven ability to provide advice on a broad range of environmental policy issues, organizational reform and administrative issues to facilitate decision-making and change management. Ability to draft reports, policy briefs and to meet commitments and achieve results.

Leadership: Strong managerial and supervisory skills to lead and coordinate strategic programmatic and reform teams and translate vision into action; strong negotiating skills; good judgment and decision making skills, drive for change and improvement, and ability to analyze complex human resource, financial, administrative, management, policy and programme issues; Takes responsibility for incorporating gender perspectives into substantive work and commitment to the goal of achieving gender balance in staffing.

Teamwork: Capacity to operate effectively across organizational boundaries and to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment.

Planning and Organizing: Ability to develop clear goals that are consistent with agreed strategies.

Qualifications and Experience:

Education

Advanced university degree (Masters' or equivalent) journalism, environmental, social or political sciences, business administration, public administration, environmental management or a related field. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Experience:

A minimum of fifteen years of progressively responsible experience in programme and project planning and analyses, environmental field and sustainable development or related field. Profound managerial experience, including human resources and financial management required. Experience in strategy setting and implementation as well as international negotiations required. Work experience in senior officer assignments in an international organization is highly desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French is required. Knowledge of another UN official language is an advantage.

Other Skills

Excellent computer skills (MS Word, Excel, Power Point, Project, e-mail, internet) are required.

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

Preference will be given to equally qualified women candidates.

All applications to be sent to the following address on or before the deadline of **20 June 2010**. Applicants should send a completed United Nations P.11 or Galaxy Personal History Form together with a covering letter of one to two pages summarizing how they meet the requirements of the job to:

e-mail: recruitment@unon.org

UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the email address above.

PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-10-18
(Applications without Correct Vacancy Number will not be Considered)

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