UNITED NATIONS　　NATIONS UNIES

TEMPORARY JOB OPENING ANNOUNCEMENT

P4	**PROGRAMME OFFICER-REDD+ ACADEMY**
TJO Grade Level[1]	Functional Title

DEPI
Department/Office/Division/ Service/Section

PROGRAMME MANAGEMENT
Job Network and Job Family (See list on page 3-4)*

25/03/2014
Deadline
(DD/MM/YYYY)

Duty Station:	**NAIROBI**	Estimated Start Date:	**01/05/2014**
Duration of need:	**364 days**	Open to External Candidates?　YES ☒　　NO ☐	

DUTIES AND RESPONSIBILITIES

Background:

The United Nations Environment Programme (UNEP) is the United Nations systems 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 Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. This post is located in the Environmental Education and Training Unit (EETU) and the UN-REDD Programme. Under the general guidance of the Head of the UNEP UN-REDD Team and direct supervision of the Chief, Environmental Education and Training Unit, the Temporary Programme Officer will be responsible for the following functions:

Responsibilities: Within delegated authority, the Programme Officer will be responsible for the following duties:

a)　　　Develop the operational and strategic framework for the REDD+ Academy
•　　　Lead the preparatory work for the REDD+ Academy in collaboration with the REDD+ Academy design team.
•　　　Review existing capacity building initiatives to identify how the REDD+ Academy could provide a platform for their further dissemination while ensuring that best practices are captured.
•　　　Leads and/or participates in large, complex field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, etc.
•　　　Develop, in collaboration with the REDD+ Academy design team the operational and strategic framework for the REDD+ Academy
•　　　Liaise with the different UN-REDD Programme partners and other relevant institutions, including members of the Global Universities Partnership on Environment and Sustainability (GUPES).
•　　　Prepare necessary written outputs, e.g. draft background papers, analysis, sections of reports and studies, as required for the development of the REDD+ Academy.

b)　　　Plan, prepare and coordinate the REDD+ Academy regional workshops

•　　　Lead preparations of the REDD+ Academy regional workshops: Africa, Asia-Pacific, and Latin America and Caribbean), bringing together a range of stakeholders to address key questions

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[1] For eligibility and other conditions, please see the Notes at the end of this form.

- Liaise with the different UN-REDD Programme partners and relevant academic institutions, including GUPES members.
- Lead selection process for the academic institutions that will host the regional workshops.
- Coordinate activities related to budget funding for the workshops (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepared related documents/reports (work programme, programme budget, SSFAs, etc.).

COMPETENCIES

Professionalism:
The candidate must be experienced in supporting environmental policy development in countries and have a working knowledge of REDD+ technical issues, and environmental education and curriculum development with focus at the tertiary level. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication:
Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork:
For this position, the team is the wider UN-REDD Programme team working on knowledge management, so it involves staff from FAO and UNDP as well as UNEP, in addition to academic and training institutions. Candidates must be able to work collaboratively with colleagues to achieve organizational goals; solicit input by genuinely valuing others' ideas and expertise; are willing to learn from others; place team agenda before personal agenda; support and act in accordance with final group decision, even when such decisions may not entirely reflect own position; share credit for team accomplishments and accept joint responsibility for team shortcomings.

Planning and Organizing:
Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
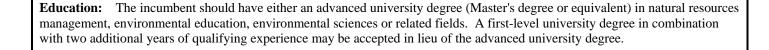
Client Orientation:
Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of seven years of progressively responsible experience in project or programme management, administration or related area. Experience with the UN system is a definite advantage, and experience with communicating complex ecosystem management issues is an asset. Familiarity with academic and training networks in Africa, Asia Pacific and Latin America and the Caribbean an asset. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Education: The incumbent should have either an advanced university degree (Master's degree or equivalent) in natural resources management, environmental education, environmental sciences or related fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Languages:
English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is required. Knowledge of French and/or Spanish is desirable.

Other Skills: Excellent computer skills (Microsoft Office, Internet, email) are required

ADDITIONAL COMMENTS

DOCUMENTS REQUIRED:

☐   **Cover Letter**

☒   **Personal History Profile (visit https://inspira.un.org to generate a PHP)**

☐   **Proof of required academic credentials (for external applicants)**

☐   **Employment verification letter from most recent employer (for external applicants)**

☒   **Last two completed Performance Appraisal or two Reference Letters for external applicants**

☐   **Other:**

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Anne Ogoti   Email Address: anne.ogoti@unep.org

Copy (cc):   Michael Wamache   Email Address: michael.wamache@unep.org

* Hiring Manager/Recruiter, please choose from the list of Job Networks the appropriate Job Family:

ECONOMIC AND SOCIAL DEVELOPMENT	LEGAL
Economic Affairs	
Environment Affairs	Jurists
Population Affairs	Legal Affairs
Statistics	Ombudsman
Social Sciences	
Public Administration	
Programme Management	
Science and Technology	
Drug Control and Crime Prevention	

MANAGEMENT AND OPERATIONS SUPPORT	PUBLIC INFORMATION AND EXTERNAL RELATIONS
Administration	
Audit	Public Information
Finance	Protocol
Procurement	
Human Resources	
Medical	
Production, Service & Transport	
Investment Management	
Management & Programme Analysis	
Ethics	
Engineering	
Pension Management	
Logistics	

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POLITICAL, PEACE AND SECURITY	CONFERENCE MANAGEMENT
Political Affairs Humanitarian Affairs Human Rights Civil Affairs Electoral Affairs Rule of Law	Conference Services Language
INFORMATION SYSTEMS AND COMMUNICATION TECHNOLOGY	SAFETY AND SECURITY
Information Systems and Technology Information Management	Security Safety

Notes:

- A current staff member who holds a **fixed-term, permanent or continuing appointment** may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. A staff member holding a **temporary appointment** shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4/Rev.1 on Temporary Appointments. In its resolution 66/234, the General Assembly further "*stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013…*" Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

- Subject to the funding source of the position, this temporary job opening may be limited to candidates based at the duty station.

- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.

- The expression "Internal candidates", shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.

- Please note that candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.

- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English .