



TEMPORARY JOB OPENING ANNOUNCEMENT

P3

TJO Grade Level¹

PROGRAMME OFFICER

Functional Title

UNEP/DEPI

Department/Office/Division/ Service/Section

ECONOMIC AND SOCIAL DEVELOPMENT

ENVIRONMENTAL AFFAIRS

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

25/03/2014

Deadline

(DD/MM/YYYY)

Duty Station: **BANGKOK**

Estimated Start Date: **02/05/2014**

Duration of need: **364 DAYS**

Open to External Candidates? YES NO

DUTIES AND RESPONSIBILITIES

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 Climate Change Adaptation Unit of UNEP/DEPI in the Bangkok duty station.

Responsibilities:

Under the general guidance of the Head of the UNEP UN-REDD Team and under the direct supervision of the Regional Technical Advisor for UNEP UN-REDD in Bangkok, the incumbent will perform the following functions:

- Assist with formulation, inception, implementation, supervision and evaluation of UNEP's activities in partner countries, especially Sri Lanka and Myanmar.
- Ensure work plans and progress reports are produced on time.
- Monitor progress and expenditures (under SSFAs and PCAs) and ensure timely payments.
- Prepare SSFAs for National Programmes in Sri Lanka and Myanmar.
- Coordinate activities with UN-REDD partner agencies and liaise with other REDD+ related initiatives.
- Provide scientific assistance on technical issues (for example, on baseline setting, development, evaluation and monitoring of multiple benefits, developing REDD+ national strategies and governance, among others).
- Provide substantive input to information documents and stakeholder analysis with a focus on the private sector.
- Provide operational assistance to workshops and meetings, participants, preparation of documents, presentations and communication.
- Facilitate consultation with relevant partners such as government departments, regional organizations, civil society and the private sector by following up on agreements, documenting events and dissemination of documentation.
- Assist in development of UN-REDD communication material.
- Identify role of UNEP in implementation of national programmes in partner countries without funding, especially with regard to multiple benefits and the role of forests in a green economy.
- Perform other duties as assigned.

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

COMPETENCIES

- **Professionalism:** 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.
- **Planning and Organising:** 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.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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.

For Managerial Positions:

QUALIFICATIONS

Experience: A minimum of five (5) years of progressively responsible experience in project implementation or related area is required. Qualifying years of experience are calculated following the receipt of the first level university degree recognised by the United Nations. Experience with the UN system especially on communication of complex international environmental management issues is an asset. Working experience in the Asia-Pacific region is desirable.

Education: Advanced university degree (Master's degree or equivalent) in forestry, economy and management, natural resource economics or management, international development or a related field. A first-level university degree with two years professional and academic qualifications may be accepted in lieu of the advanced 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 another UN official language is an advantage.

Other Skills: Broad understanding of issues relating to UN-REDD activities and/or REDD+ development and implementation.

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