



## TEMPORARY JOB OPENING ANNOUNCEMENT

**P4**

**Regional Technical Advisor for  
Congo Basin**

TJO Grade Level<sup>1</sup>

Functional Title

**UNEP/DEPI/ROA**

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**  
Duration of need: **364 days**

Estimated Start Date: **02/05/2014**  
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. The position is under UNEP's Division for Environmental Policy Implementation but located at the Regional Office for Africa. Under the general guidance of the Head of UNEP UN-REDD Team and the Direct Supervision of the UNEP-REDD Regional Technical Advisor based at the Regional Office for Africa, the Programme Officer will be responsible for the following functions:

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

Coordinate the UN-REDD Programme's support to Congo Basin countries:

- Develops, implements and evaluates UN-REDD National Programmes and targeted support in the Congo Basin etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops on multiple benefits and green economy, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Coordinates REDD+ policy development especially related to investment plan and green economy investments, including the review and analysis of issues and trends, preparation of impact evaluation or equivalent studies, etc.
- Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- 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.

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

- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

## *COMPETENCIES*

### Professionalism:

The incumbent must be experienced the development of environmental policy and have a working knowledge of REDD+ technical issues. 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:

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

### 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.

**Education:** The incumbent should have either an advanced university degree (Master's degree or equivalent) in natural resources management, environmental sciences or related fields; or a first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree. In particular, experience working as a journalist would be an asset. Experience with the UN system is a definite advantage, and experience with communicating complex ecosystem management issues is an asset.

**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:** Experience in working on REDD+ related issues, especially in the Congo Basin region is highly desirable.

**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:**

<b><u>ECONOMIC AND SOCIAL DEVELOPMENT</u></b> Economic Affairs Environment Affairs Population Affairs Statistics Social Sciences Public Administration Programme Management Science and Technology Drug Control and Crime Prevention	<b><u>LEGAL</u></b>  Jurists Legal Affairs Ombudsman
<b><u>MANAGEMENT AND OPERATIONS SUPPORT</u></b> Administration Audit Finance Procurement Human Resources Medical Production, Service & Transport Investment Management Management & Programme Analysis Ethics Engineering Pension Management Logistics	<b><u>PUBLIC INFORMATION AND EXTERNAL RELATIONS</u></b>  Public Information Protocol

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

**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](http://www.un.org/hr_handbook/English) .