

UNOPS helps its partners in the United Nations system meet the world's needs for building peace, recovering from disaster, and creating sustainable development. UNOPS is known for its ability to implement complex projects in all types of environments around the globe. In an effort to promote organizational excellence, UNOPS seeks highly qualified individuals for the following position:

Vacancy Details

Vacancy Code	VA/2011/NAO/DG/PA/P2/21-03
Post Title	Policy Analyst
Post Level	P2 – Fixed Term Appointment
Project Title	Local Access/UN-REDD
Org Unit	Development Group/North America Office/BDP/EEG
Duty Station	New York, United States of America
Duration	1 year (renewable subject to funds availability)
Closing Date	9 April 2011

Background

UNDP Bureau for Development Policy, Environment and Energy -- Local Capacity

The Bureau for Development Policy (BDP) is responsible for articulating UNDP's development policy. BDP's support to UNDP's Strategic Plan 2008-2013 is focused in 4 practices (Poverty Reduction, Governance, Environment and Energy, HIV/AIDS) and 2 thematic areas (Capacity Development; and Gender Equality and Women's Empowerment). These practices/thematic areas in turn are supported both at the global and regional levels by policy advisors with expertise in areas relevant to UNDP's key results as laid out in the Strategic Plan. The goal in the area of environment and sustainable development is to strengthen national capacity to manage the environment in a sustainable manner while ensuring adequate protection of the poor. Four complementary key result areas have been identified to achieve this goal: (1) mainstream environment and energy in national policy; (2) catalyze environmental finance; (3) adapt to climate change; and (4) expand local access to environmental and energy services for the poor.

UN-REDD Programme – Support to Global Programme

The forestry sector, mainly through deforestation and forest degradation, accounts for about 17% of global greenhouse gas emissions, larger than the entire global transport sector. Tropical developing countries, home to much of the world's forests, cannot currently benefit under the Kyoto Protocol for most actions to reduce emissions from deforestation or forest degradation. The need to address these challenges by establishing an international REDD finance mechanism as part of a post-2012 global climate change framework is reflected UNFCCC COP16 Decision on REDD+¹.

In 2008, FAO, UNDP, and UNEP developed the UN Collaborative Programme on Reducing Emissions from Deforestation and Forest Degradation in Developing Countries (UN-REDD Programme). The UN-REDD Programme consists of two sets of activities: i) Country actions which will assist developing countries

¹ See [Outcome of the work of the Ad Hoc Working Group on long-term Cooperative Action under the Convention](#)

prepare and implement national REDD strategies and mechanisms; ii) International support functions which will enable the development of normative solutions and standardized approaches based on sound science for a REDD instrument linked with the UNFCCC².

Additionally, the UN-REDD Programme and the World Bank-hosted Forest Carbon Partnership Facility (FCPF) provide secretariat services to the Interim REDD+ Partnership³.

Duties and Responsibilities

Under the direct supervision of the Senior Policy Advisor, the incumbent will be responsible for, but not limited to, the following duties:

1. Substantively contribute to formulation of programme strategies and the implementation of various activities:

- Support the Policy Advisor by facilitating communications, drafting reports and documents, and supporting overall implementation of the UNDP Strategic Plan 2008-2013 and Environment and Energy Global Programme, especially related to the key result area on expanding local access to environmental and energy services for the poor.
- Support the Policy Advisor by facilitating communications, drafting reports and documents, and supporting overall implementation of the Global Programme of the UN-REDD Strategy 2011-2015.
- Substantively contribute to the development and roll-out of a UNDP approach to local capacity development for environmental sustainability.
- Develop key Local Capacity documents, including a guidance document on operationalizing the Local Capacity Strategy.
- Contribute to the development and roll-out of UNDP's Local Governance Strategy.

2. Strategic Initiatives, Partnerships and Events:

- Support coordination and integration of local work across EEG thematic areas and programmes (biodiversity and ecosystem services, land, water, energy, community-based adaptation (CBA) to climate change, GEF-Small Grants Programme (SGP), Equator Initiative and the UN-REDD Programme); EEG pillars (Mainstreaming, Environmental Finance, and Climate Change Adaptation); BDP Practices and Teams; and key strategic partners and initiatives (including: CBD, FAO, IIED, IUCN, PEP, WRI, UNEP, WB et al.).
- Support key initiatives in the context of the UN-REDD Programme Team support to the REDD+ Partnership.
- Support the initiation, development and management of strategic partnerships and initiatives that advance the interests and objectives of EEG and in particular, the Local Capacity outcome and the UN-REDD Programme, including identifying opportunities for strategic partnerships, managing communications with partners, and coordinating engagement with key partners at relevant conferences, workshops, and side events.
- Conduct in-depth research and analysis on local issues, REDD+ and related themes.
- Write, edit, and provide detailed comments and inputs to briefings, speeches, press releases and other publications on matters relating to cooperation, REDD+ and development goals.
- Support UNDP's participation in partnership activities by attending meetings, conducting research, making presentations, developing publications, handbooks and other materials, providing inputs and comments to drafts, and providing logistical support.

² See www.un-redd.org

³ Building on the momentum of UNFCCC COP 15 for the REDD+ issue, the Oslo Climate and Forest Conference was organized on May 27, 2010, where a new Interim REDD+ Partnership was launched. In total, approximately \$4 billion was dedicated towards fast-start funding to support developing countries in their efforts to reduce emissions from forest loss during 2010-2012, including the \$3.5 billion committed at UNFCCC15 in Copenhagen. Through the interim REDD+ Partnership, the Parties aim to improve "the efficiency, effectiveness, transparency and coordination of REDD+ initiatives and related financial instruments, to facilitate among other things knowledge transfer, capacity enhancement, mitigation actions and technology development and transfer".

- Develop concept notes for strategic UNDP and partnership workshops and events, work plans and timelines for implementation, key messages and documents, ensuring strategic interests and positions are appropriately reflected.

3. Program Management

- Develop Terms of Reference to support additional inputs to Local Capacity under the EEG Global Programme and the UN-REDD Programme.
- Manage selection, hiring and oversight of consultants.
- Develop a multi-year work plan and budget for Local Capacity, track and report on resources.
- Support monitoring, evaluation and reporting of results.

4. Knowledge Management

- Draft and disseminate knowledge products on Local Capacity and the UN-REDD Programme.
- Manage the content of UNDP's Local Capacity public website and Teamwork's space.
- Review and contribute substantially to UNDP corporate publications (e.g. MDG reports, Human Development Report, documents in support of Rio+20 process).

Impact of Results

The functions of the Policy Specialist will directly support the key result area identified in the UNDP Strategic Plan 2008-2013: to expand access to environmental and energy services for the poor. The development of a strategy and supporting documents for the "Local Pillar" will support the work of EEG's three other key result areas. The initiation and management of key partnerships and initiatives will advance the strategic interests and objectives of EEG. The functions will also directly support the implementation of the Global component of the UN-REDD Programme.

Required Selection Criteria

1. Corporate

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

2. Teamwork

- Works well in a team to service all of EEG and BDP as a whole
- Projects a positive image and is ready to take on a wide range of tasks to create an enabling environment for the meetings of the Advisor
- Welcomes constructive feedback.

3. Communication

- Communicates effectively with staff at all levels of the organization and is comfortable in handling external relations at all levels
- Demonstrates sensitivity, tact and diplomacy in internal as well as external relations.
- Excellent writing skills
- Must be able to concisely draft talking points as required and in consultation with Technical Advisors and other staff members

4. Organizational Skills and Professionalism

- Capable of working in a fast-paced environment with tight and frequent deadlines, managing many tasks simultaneously
- Able to handle a large volume of substantial and logistical details with rigorous follow-through.
- Exercises the highest level of responsibility and is able to handle confidential and politically sensitive issues in a responsible and mature manner.

5. Knowledge Management and Learning

- Willingly shares knowledge and experience and makes contributions to UNDP practice areas (e.g., documented knowledge, community of practice building initiatives)
- Actively develops deep understanding and experience in one or more knowledge areas, including process and/or substantive knowledge.

4. Recruitment Qualifications

Education:

- Master's degree in Development, International Relations, Environmental Management or a related field.

Experience:

- Two to three years of relevant experience, assisting the coordination of environmental issues within large multinational organizations;
- Experience supporting UN/UNDP high level participation at international conferences, including writing speeches, preparing briefings, and event planning, a distinct advantage – especially related to Conferences of the Parties to the Rio Conventions.
- Knowledge of UNDP and UN-REDD Programme policies and procedures is desired.
- Experience collaborating with UN-REDD partner agencies (FAO and UNEP) and the REDD+ Partnership, a distinct advantage.
- Excellent analytical and organizational skills.

Language Requirements:

Fluent in written and spoken English. Good working knowledge of another official UN language an asset.

Submission of Applications

Qualified candidates may submit their application, including a letter of interest, complete Curriculum Vitae and an updated United Nations Personal History Form (P.11) (available on our website), to the following email address: dgvas@unops.org.

IMPORTANT: Kindly indicate the vacancy number and the post title in the subject line when applying by email.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- UNOPS reserves the right to appoint a candidate at a level below the advertised level of the post.

For more information on UNOPS, including its core values and competencies, please visit the UNOPS website at www.unops.org.