



## Job Opening

**Job Title:** PROGRAMME MANAGEMENT OFFICER, P3  
**Department/ Office:** UNITED NATIONS ENVIRONMENT PROGRAMME  
**Location:** GENEVA  
**Posting Period:** 12 April 2011 - 12 May 2011  
**Job Opening number:** 11-PGM-UN ENVIRONMENT PROGRAMME-18746-R-GENEVA (O)

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### Org. Setting and Reporting

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. 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 REDD+ Partnership and partner countries decided to draw on the UN-REDD Programme Team for the provision of secretariat services, together with the World Bank. This post is located in the UN-REDD Programme Secretariat in Geneva. Under the administrative supervision Head of the UN-REDD Programme and under the technical guidance of the Team Leader of the Partnership Support Team (secretariat services), the Programme Officer will be responsible for the following duties:

### Responsibilities

- 1). Participate in the development, implementation and monitoring of the REDD+ Partnership secretariats services; Lead the provision of support for planned meetings and workshops, in collaboration with the Team Leader of the secretariat services and the co-Chairs of the partnership, including: drafting agendas, preparing invitations and meeting reports, provide logistical and practical arrangements, support preparation of reports.
- 2). Prepare written outputs: background papers, analyses, sections of reports and studies and inputs to documents: Manage outreach material, maintain the content of the REDD+ Partnership website.
- 3). Liaise with the REDD+ Partnership Team (PT) composed of FAO, UNDP, UNEP and the UN-REDD programme Secretariat, and the Facility Management Team of the Forest Carbon Partnership Facility (FMT) on the operational and practical aspects of the programme.
- 4). Coordinate activities related to budget and funding (programme preparation and submissions, progress reports, financial statements) and support the preparation of the related documents/reports (pledges, work programme, budget).
- 5). Perform other duties as required.

## Competencies

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. 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 & 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## Education

Advanced university degree (Master's degree or equivalent) in environment studies or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

## Work Experience

A minimum of five years of progressively responsible experience in project/programme management or related area.

## 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 language would be an asset.

## United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

## Assessment Method

Telephone interview and written assignment/questions.

### **Special Notice**

1. 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.

2. All applicants are strongly encouraged to apply online as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. Online applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please send an email to [recruitment@unon.org](mailto:recruitment@unon.org), quoting the job opening number in the subject header of your email.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

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