

Job Title : PROGRAMME OFFICER,P3  
Department/ Office : United Nations Environment Programme  
Location : NAIROBI  
Posting Period : 21 February 2013-22 April 2013  
Job Opening number : 13-PGM-UNEP-26644-R-NAIROBI (X)

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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. This post is located in the Quality Assurance Section (QAS), Office for Operations (OFO) of the Executive Office, in UNEP, at the Nairobi duty station. Under the overall leadership of the Chief, Quality Assurance Section, and day-to-day guidance and supervision of the Senior Programme Officer for Strategic Planning, the Programme Officer will be responsible for the following duties:

### **Responsibilities**

1. Provides a technical reviews of UNEP's environmental programmes and project documents, including taking into account project standards for results based management. Reviews the suitability of arrangements and capacity to deliver the expected results in UNEP's Medium Term Strategy (MTS ) and Programme of Work (PoW) and works with Project Managers to strengthen implementation arrangements.
2. Provides secretariat support for UNEP's programme and project review processes. Reviews project documents Reviews project revisions based on project revision standards.
3. Provides advice and guidance, including training, to headquarters and field staff on programme and project management. Develops the technical quality of the UNEP programme manual and other tools and standards as up to date instruments to improve programme and project management capacity. Identifies lessons learned from the programme and project review process and makes recommendations for areas of improvement or management action.
4. Leads the QAS team in carrying out reviews of quality of project management and supervision and drafts the report of the findings. Through this review, validates the quality of a sample of data reported through and used for UNEP's programme performance monitoring report.
5. Ensures the accuracy of data in UNEP's project management systems. Ensures that recommendations from monitoring and evaluation feed back into UNEP's project design and review processes, including through the updating of tools such as the Programme Manual.
6. Represents

QAS at inter and intra-departmental meetings on project related issues. Provide support to other parts of QAS and OfO to ensure complementarity between UNEP's project review and approval processes and other related work on budget management, resource mobilization, and monitoring and evaluation. 7. Perform other related duties as required.

### **Competencies**

**Professionalism:** Knowledge and experience in project management in the environment and development field in developing countries; Shows pride in work and achievements, is motivated by professional rather than personal concerns, shows persistence when faced with difficult problems or challenges. **Client orientation:** Works collaboratively with clients to achieve project goals; Solicits input of clients to understand their needs; Places their perspectives at the heart of the project to ensure that the project is geared towards the clients' needs. **Planning and Organizing:** Develops clear goals, prioritizes activities and adjusts implementation plans. Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning. Uses time efficiently.

### **Education**

Advanced university degree (Master's degree or equivalent) in an environment or development field or related area. A first level university degree in combination with two years 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 management at the field level in developing countries, particularly in complex socio-economic contexts.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of either French or Spanish is highly desirable.

### **Assessment Method**

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

### **Special Notice**

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. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line 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 seek technical assistance through the Inspira "Need Help?" link.

### **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.

### **No Fee**

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