

From: talentoutreach [talentoutreach@un.org]
Sent: Wednesday, January 09, 2013 5:13 PM
To: undisclosed-recipients:
Subject: D2, Chief Officer, Multilateral Fund Secretariat, UNEP - Deadline: 8 February 2013
Attachments: D2 Director, UNEP New York.pdf

The United Nations Environment Programme (UNEP) is currently looking for qualified candidates for the following senior position:

Director, New York Office/Secretariat of the Environment Management Group, D2. This position is located in New York and supports the Division of Regional Cooperation and the Office for Policy and Inter-Agency Affairs. The incumbent reports to the Executive Director of the United Nations Environment Programme (UNEP). **Deadline: 08 February 2013.**

Please see below attachment for more information on this position.


We kindly request your support in giving this announcement the widest possible circulation. Any assistance in identifying potentially suitable candidates is also highly appreciated. Female candidates are encouraged to apply.

With thanks for your time and efforts.

Best regards,

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Job Opening

Job Title: Director, New York Office/Secretariat of the Environment Management Group, D2

Department/ Office: United Nations Environment Programme

Duty Station: NEW YORK

Posting Period: 10 December 2012-8 February 2013

Job Opening number: 12-PGM-UNEP-25953-D-NEW YORK (X)

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 Regional Cooperation (DRC) helps to implement UNEP's global programs in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. This position is located in New York and supports the Division of Regional Cooperation and the Office for Policy and Inter-Agency Affairs. The incumbent reports to the Executive Director of the United Nations Environment Programme (UNEP).

Responsibilities

The incumbent will be responsible for: 1. Leading the Coordination and overseeing, the preparation of reports for presentation to the Economic and Social Council, the General Assembly and its subsidiary bodies, and other policy-making organs, as appropriate, in consultation with the Office for Policy and Inter-Agency Affairs (OPIA), the Division of Regional Cooperation (UN Delivering as One Unit), and other relevant offices, 2. Contributing to the formulation of the Organization's overall strategies and policies by participating in various committees, like High Level Committee on Programmes (HLCP), United Nations Development Group (UNDG), and Chief Executives Board for Coordination (CEB). Preparing documents on policy issues, and acting, as required, in an advisory capacity to the USG/ASG in the committees mentioned. 3. Acting as the Chief of the Secretariat of the UN Environment Management Group (EMG) and Secretary to the EMG and ensuring the effective functioning of the EMG, including its senior level decision-making body and its issue-management groups. Initiating, managing, coordinating and facilitating substantive preparations for and follow-up to EMG meetings and contributing to the development of strategic system-wide approaches to inter-agency coordination in the field of environment and human settlements through the EMG. 4. Managing the UNEP New York Office and the Secretariat of the EMG, including formulating and implementing their work programmes and undertaking all programmatic/administrative tasks necessary for the effective functioning of these entities.

Competencies

Professionalism:

- Knowledge of the substantive field of work in general and of specific areas being supervised. Shows ability to produce reports and papers on technical issues and to review and edit the work of others. Shows ability to apply UN rules, regulations, policies and guidelines in work situations. 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.

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.

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.

Leadership:

- Empowers others to translate vision into results; Is pro-active in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvements; Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Vision:

- Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; Generates and communicates broad and compelling organizational direction, Inspiring others to pursue that same direction; Conveys enthusiasm about future possibilities.

Education

Advanced university degree (Master's degree or equivalent) in international relations, environmental policy/sciences, economics, law, social sciences or related area. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree. Qualifying years of experience are calculated following the receipt of the first-level university degree recognized by the United Nations.

Work Experience

Over 15 years of professional working experience of which 10 should be at the international level including relevant experience of UN environmental policy negotiations and functioning of multilateral bodies.

Languages

Fluency in oral and written English required. Knowledge of another UN language is desirable.

Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Special Notice

- This is extra budgetary post and extension of the appointment is subject to the availability of the funds.
- 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.

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