

# Job Opening

<b>Posting Title:</b>	Programme Management Officer
<b>Job Code Title:</b>	Programme Management Officer
<b>Department/Office:</b>	UNITED NATIONS ENVIRONMENT PROGRAMME
<b>Duty Station:</b>	MONTREAL
<b>Posting Period:</b>	04 August 2016 - 02 October 2016
<b>Job Opening Number:</b>	62542
<b>Staffing Exercise</b>	N/A

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

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## Special Notice

Appointment against this position is for an initial period of one year and may be subject to extension. 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. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

## Org. Setting and Reporting

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. At the 1992 Earth Summit in Rio de Janeiro, world leaders agreed on a comprehensive strategy for 'sustainable development'. One of the key agreements adopted at Rio was the Convention on Biological Diversity. The Convention establishes three main goals: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits from the use of genetic resources. The Secretariat of the Convention on Biological Diversity (SCBD) is located in Montreal and is administered by UNEP. This post is located in the Convention on Biological Diversity, Access and Benefit Sharing and Traditional Knowledge Unit, at the Montreal Duty Station. Under the general guidance of the Executive Secretary and the direct supervision of the Senior Programme Officer on Access and Benefit Sharing and Traditional Knowledge, the incumbent of the post will have the following duties:

## Responsibilities

A) Provide substantive support to the Executive Secretary on ABS awareness-raising and capacity building activities in the Secretariat. B) Develop awareness-raising material and carry out awareness-raising activities in collaboration with the Communication, Education and Public Awareness Programme (CEPA) of the Convention and with other partners, addressing different target groups and stakeholders- to support the ratification and implementation of the Protocol. C) Organize and carry out capacity -building and development activities in collaboration with the other staff members of the Secretariat and relevant organizations/institutions to support the ratification and implementation of the Nagoya Protocol, including the development of training materials; the organization of training events/workshops to support the development of national ABS regulatory frameworks and ABS agreements by governments and relevant stakeholders. D) Coordinate and promote the exchange of views and experiences among Parties and relevant stakeholders on the ratification and implementation of the Nagoya Protocol at relevant CBD meetings and other events organized by partners, as well as by encouraging the sharing of relevant information through the ABS Clearing-House. E) Facilitate coordination and cooperation in the implementation of the Strategic Framework for capacity building and development to support the effective implementation of the Nagoya Protocol adopted by the first meeting of the Conference of the Parties serving as the meeting of the Parties to the Protocol (COP-MOP), by collaborating with governments, stakeholders and relevant organizations, by compiling and making relevant information on capacity-building needs, opportunities, activities and tools available on the ABS Clearing-House and at relevant meetings to support the implementation of the Nagoya Protocol and prepare reports on the status of implementation of the Strategic Framework in order to assess its effectiveness. F) Organize and service meetings of the COP-MOP as well relevant intersessional meetings under the Nagoya Protocol process, such as the Informal Advisory Committee on ABS Capacity-building in accordance with decisions of the COP-MOP, in particular with respect to issues related to awareness-raising and capacity-building. G) Prepare relevant pre-session documentation for meetings of the COP-MOP as well as relevant inter-sessional meetings under the Nagoya Protocol process on issues related to ABS awareness-raising and capacity-building. H) Undertake other activities as assigned by the Executive Secretary.

### Competencies

**Professionalism:** Proven analytical capacity and in-depth knowledge of the various complex dimensions of environment and sustainable development; good research skills and ability to coordinate the production of reports and papers on technical issues and to review and edit the work of others; Shows pride in work and in achievements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**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.

**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.

### Education

An advanced degree (Master's or equivalent) in International Relations, Political Science, Public Administration or related field is required. A first level university degree in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience

At least 5 years of progressively responsible work experience in the field of sustainable development or environment related programmes or public administration is required. Work experience at the international level is an added advantage.

### Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Working knowledge of another UN language an asset.

### Assessment

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

### United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, 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 or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills, according to the instructions provided on inspira. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

### 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.**