

UNEP JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

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| Post Title | Associate Communications Officer |
| Unit | CITES Secretariat, Outreach and Projects Unit |
| Location | Geneva, Switzerland |
| Duration | 2 to 3 years |

Background information on UNEP and the requesting Unit

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. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement between -States. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival (www.cites.org). The CITES Secretariat is administered by UNEP and is located at the Geneva duty station.

The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement between governments. It has been in effect since 1 July 1975. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival in the wild. Because the trade in wild animals and plants crosses borders between countries, the effort to regulate it requires international cooperation to safeguard certain species from over-exploitation. Currently CITES accords varying degrees of protection to more than 36,000 species of animals and plants, whether they are traded as live specimens, fur coats or dried herbs.

The Secretariat of CITES is based in Geneva, Switzerland and administered by the United Nations Environment Programme. Its many roles include, in particular:

- assisting with communication and monitoring the implementation of the Convention to ensure that its provisions are respected;
- arranging meetings of the Conference of the Parties and of the permanent Committees at regular intervals and servicing those meetings (i.e. organizing them, preparing and circulating meeting documents, making necessary arrangements for delegates to attend the meetings, providing advice and support, etc.);
- making recommendations regarding the implementation of the Convention;
- acting as the repository for the reports, sample permits and other information submitted by the Parties;

- distributing information relevant to several or all Parties, for example, proposals to amend the Appendices, sample permits, information about enforcement problems, national legislation, reference material or news of a new Party;
- issuing new editions of Appendices I, II and III, whenever there is a change, as well as of the Resolutions and Decisions adopted by the Conference of the Parties at its meetings, and information to assist identification of species listed in the Appendices; and
- preparing annual reports to the Parties on its own work and on the implementation of the Convention.

The CITES Secretariat is divided into five main operational units: The Office of the Secretary General, which includes Administrative and Finance Unit; Corporate Services which includes Governing Bodies Unit and Outreach and Projects Unit; Implementation Services which includes Scientific Unit, Enforcement Unit and Legal Unit.

Why is the Junior Professional Officer requested/needed?

The Outreach and Projects Unit (OPU) is a cross-cutting service that aims to provide Parties and the CITES community with accurate information and innovative tools to strengthen their capacity and knowledge to implement the Convention in an effective manner. This includes the provision of electronic information, databases and communication material as well as services, capacity building tools and activities, education and public awareness, and fund-raising and outreach.

A Junior Professional Officer is needed in the Outreach and Projects Unit to assist with tasks related to the overall communications and public relations for Secretariat. The Junior Professional Officer would be beneficial in improving the quality, timeliness and frequency of the Secretariat's communication activity, which leads to the transparency and raised public awareness of the Convention.

Supervision

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| Direct supervision by: | Ms. Haruko Okusu |
| Title of supervisor: | Chief, Outreach and Projects Unit |
| Unit of supervisor: | Outreach and Projects Unit, CITES Secretariat |

Address, telephone, fax, e-mail and signature of supervisor:

CITES Secretariat
Maison Internationale de l'Environnement
11-13 chemin des Anemones
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Switzerland

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Email: Haruko.Okusu@un.org

Content and methodology of the supervision

General objectives, desired results and anticipated problems are discussed beforehand with the incumbent. Regular feedback on the progress of activities is obtained by the supervisor through review of work in progress. The incumbent is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters. The final results of each set of activities are reviewed to determine whether objectives were attained and to ensure that the work is of an acceptable quality.

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| First appraising officer: | Ms. Haruko Okusu |
| Title first appraising officer | Chief, OPU |
| Unit first appraising officer | Outreach and Projects Unit, CITES Secretariat |
| Location first appraising officer | Geneva, Switzerland |

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| Second appraising officer: | Ms. Ivonne Higuero |
| Title second appraising officer | Secretary-General |
| Unit second appraising officer | CITES Secretariat |
| Location second appraising officer | Geneva, Switzerland |

Duties, responsibilities and output expectations

Terms of reference (TOR):

- Assist in the production of communications and information products to create awareness relating to CITES and CITES-related events, including World Wildlife Day, in close consultation with the Supervisor and head of the Secretariat;
- In coordination with the supervisor, support liaising with journalists and populating the official social media outlets to keep updated on relevant issues, suggesting outreach opportunities that may arise;
- Support the provision of talking points and briefing notes for the Secretariat, and develop/maintain communications materials library (including images) for use in future communication materials; and
- Support the updating, enhancement and management of the of the CITES website, with a focus on publishing press releases and other news items.

Output expectations

Enhanced broad overall implementation of CITES decisions, resolutions and recommendations by CITES Parties.

Enhanced transparency and accessibility of CITES-related information and news.

Travel

Missions and costs of travel envisaged during first year of assignment:

- Attendance at the meeting of the CITES ordinary Conference of the Parties or Standing Committee, if applicable.

Missions and costs of travel envisaged during second year of assignment:

- Attendance at the meeting of the CITES ordinary Conference of the Parties or Standing Committee, if applicable.

Training and Learning Elements

This assignment would involve on-the-job learning related to the Convention, other Multilateral Environmental Agreements (MEAs), and the United Nations. It also entails work related to working with developing countries, development of training materials and organization of capacity building workshops, knowledge and information management, data management, web coding, information and communication technologies and web-based systems, taxonomies and information science. There would be frequent contact with a range of staff from other MEAs, UNEP and Parties as well as regular participation in international meetings, which would be both professionally and personally enriching. Finally, the Junior Professional Officer would work in a multilingual and multicultural environment.

Training

The Junior Professional Officer would be provided training on the Convention and related issues both within the Secretariat and through various meetings. His/her responsibilities and autonomy would be gradually increased as his/her understanding of the Convention, familiarity with the post, and insight of the knowledge needs of the MEAs, UNEP and its partners grows. He/she would also be eligible for various training courses, including language, presentation skills, meeting facilitation skills, etc. at the UN Office at Geneva. The Secretariat has modern equipment and a website, which would provide the Junior Professional Officer with an opportunity to stay abreast of current developments in this field.

Learning elements:

After one year the Junior Professional Officer is able to:

Understand the overall functions of the Convention and the mandate of the Secretariat.
Learn the target audience as well as potential topics of priority interest and sensitivities

for communication purposes. Use the content management system Drupal of the CITES and World Wildlife Day website to maintain and update information; Assist in the development and updating of new web-based communication materials.

After two years the Junior Professional Officer is able to:

Be increasingly autonomous in the provision of improved communication tools and services; contribute to the communications information management on the CITES Website social media; critically analyse the needs of the CITES Secretariat, and contribute to the continued enhancement of communication and public awareness by the Secretariat.

Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in in communication or journalism, public information or related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Additional academic or work experience in the environmental or trade-related areas is a strong asset.

Skills

An excellent command of English is required as well as a working knowledge of French or Spanish. Knowledge of the third language would be an asset. The Junior Professional Officer should have solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, Teams, etc.) and email/internet; familiarity with social media, website and database management; and office technology equipment.

Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development; He/she should be used to paying great attention to details and accuracy and has a deep understanding of staff enrichment programmes.

Working experience

At least two years of relevant work experience in communications, journalism, public information or related area is required. Experience at the international level is advantageous. Experience with international organizations is an advantage. Experience in preparation of presentations and briefing notes is desirable.

Competencies

The Junior Professional Officer should be able to act with integrity demonstrating the values of the United Nations in daily activities and behaviors, be accountable, respect diversity and work effectively with people from all backgrounds, work well in a team,

exercise good judgment and take initiative in the execution of tasks. He or she should have good written and oral communication.

Communication, teamwork, planning & organization, accountability, creativity, client orientation and commitment to continuous learning.

Living conditions at duty station

The city of Geneva provides excellent living conditions for those who come from abroad to work at the UN or other organizations.