

## **UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

Post Title: Sustainable Finance Policy Officer  
Office/division/MEA: Industry and Economy Division  
Unit: UNEP Finance Initiative  
Location: Geneva or Brussels  
Duration: 2 years (3 years where possible)

### **Background information on UN Environment and the requesting Unit**

The United Nations Environment Programme Finance Initiative (UNEP FI) is the strategic partnership between the United Nations and over 400 banks, insurers and investors. For over 30 years UNEP FI has been shaping and driving the international sustainable finance agenda, setting global standards and growing a global network of leading financial institutions. Through its work-streams and regional activities, peer learning, methodology development, training and research, UNEP FI promotes sustainable finance and helps the financial industry align with and contribute to the Paris Agreement and Sustainable Development Goals.

Public policy critically affects the ability of finance institutions to generate sustainable positive and reduce negative impacts through financing decisions. It affects the sustainability and stability of financial markets, as well as social, environmental and economic systems. The UNEP Green Growth Knowledge Platform registers over 680 policy and regulatory measures on sustainable finance globally. That includes policy and regulatory measures issued by public authorities, including governments, central banks, financial regulators, and public financial institutions across developed and developing economies.

Sustainable finance policies have become central to enabling and accelerating a successful transition.

### **Why is the Junior Professional Officer requested/needed?**

To respond to this important evolution and building on the success and legacy of the UNEP Inquiry into the Design of a Sustainable Financial System, UNEP FI has established a global policy programme. This new programme aims at enhancing engagements with, and support of financial authorities in their development of sustainability-oriented policies and regulations, working in close collaboration with financial institutions, key partners and stakeholders.

This is an exciting opportunity to join an ambitious and successful team working on an important and dynamic agenda. The successful candidate will play a critical role in shaping and delivering UNEP FI's financial policy strategy across key jurisdictions. The Junior Professional Officer will work in tandem with subject matter experts, key stakeholders and UNEP FI Signatories to support the implementation of the UNEP FI global policy strategy.

The duration of the appointment is for 2 years (3 years where possible).

## **Supervision**

The Junior Professional Officer shall be under the overall supervision of the Head of UNEP FI (Mr. Eric Usher) and will be reporting directly to the Programme Officer responsible for Global Policy (Mrs. Elodie Feller).

## **Content and methodology of the supervision**

The Junior Professional Officer will be fully integrated in the policy team in his/her day-to-day work and will work in close collaboration with other thematic, industry and regional streams to coordinate policy engagements and priorities.

The UNEP FI Secretariat provides relevant material for newly arrived officers including information on the governance, annual work programme and team's composition. The Junior Professional Officer will be introduced to the Unit (broader UNEP FI team) at the UNEP FI weekly team meetings and will continue participating in cross-team meetings and activities throughout his/her assignment. The Junior Professional Officer will have access to relevant in-person team retreats and development opportunities. He/She will collaborate with other relevant UNEP Units, and UN partners also working on the sustainable finance agenda (e.g., UNDP, UNDESA). Lastly, the Junior Professional Officer will also engage with external partners and be involved in public facing engagements with key stakeholders and UNEP FI Signatories.

The Junior Professional Officer will be directly involved in developing his/her work programme, establishing mutually agreed tasks and deliverables in coordination with other policy team members. Regular feedback on the progress of activities will be organised by the supervisor through regular review of work sessions. Evaluation and performance appraisal, review of problems, discussions on job-satisfaction and career development shall equally happen on a regular basis.

First appraising officer: Ms Elodie Feller

Title first appraising officer: Programme Officer, Policy Lead

Unit first appraising officer: UNEP Finance Initiative

Location first appraising officer: Geneva/Brussels

Second appraising officer: Mr. Eric Usher

Title second appraising officer: Head

Unit second appraising officer: UNEP Finance Initiative

Location second appraising officer: Geneva

## **Duties, responsibilities and output expectations**

Terms of reference

The Junior Professional Officer will work as part of the policy team, in tandem with subject matter experts, key stakeholders and Signatories to:

- Coordinate and manage in-country engagements with financial authorities, central banks, as well as direct engagement on multilateral policy platforms (e.g., G20, the

International Platform on Sustainable Finance, UN Forum on Financing for Sustainable Development).

- Contribute to UNEP FI's policy approach for development finance, blended finance in emerging economies.
- Produce relevant material to support the analysis and presentation to relevant stakeholders.
- Support the general development and implementation of UNEP FI global policy strategy.
- Facilitate general support with UNEP FI Signatories, and UNEP FI teams on sustainable finance policy and regulation.

#### Output expectations

- Support and progressively lead (selected) UNEP FI global policy engagement activities including internal (UN) and external exposure.
- Production of material for engagement sessions directed at policy makers, regulators, UNEP FI Signatories and key stakeholders.
- General coordination of communications, webinars, events etc. related to the UNEP FI global policy stream.

#### Travel

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

- Team retreat (internal). Costs of travel estimated at USD 1'500

Missions and costs of travel envisaged during second year of assignment

- Team retreat (internal). Costs of travel estimated at USD 1'500
- Mission to a UNEP FI global or regional roundtable, including in-country or multilateral policy engagement. Costs of travel estimated at USD 3'000

Missions and costs of travel envisaged during third year of assignment (if applicable)

- Team retreat (internal). Costs of travel estimated at USD 1'500
- Mission to a UNEP FI global or regional roundtable, including in-country or multilateral policy engagement. Costs of travel estimated at USD 3'000

#### Training and Learning Elements

##### *Training*

- Access to UNEP FI ESRA Courses, PRI online training on sustainable finance (subject to demand, and provided training funding available);
- Access to UNEP FI info sessions on key sustainable finance developments (substantive learning);
- Access to usual UN language courses and UN-available trainings.

##### *Learning elements:*

After one year the Junior Professional Officer is able to:

- Understand the interconnections of finance, sustainable development and policy development;
- Understand finance policy and regulatory frameworks in key jurisdictions;
- Engage with UNEP FI teams on sustainable finance policy issues;
- Facilitate webinars, email communications, general communications with external stakeholders.

After two years the Junior Professional Officer is able to:

- Engage with external stakeholders on sustainable finance policy issues;
- Engage in fundraising proposals and project proposals development;
- Write assessment reports, comment on substantive policy reports and assess project proposals;
- Monitor progress in solving problems, formulate remedial action proposals.

After three years (if applicable) the Junior Professional Officer is able to:

- Ibid.

### ***Qualifications and experience***

#### ***Qualifications***

Advanced university degree (Master's degree or equivalent) in the following areas: environmental or sustainability studies, economics, social sciences, business administration, marketing/communications, business development; international relations, administration or finance studies. A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

#### ***Work Experience***

At least 2 years of professional experience and expertise in sustainable finance, finance regulation, stakeholder engagement and management, international development, policy advocacy.

#### ***Languages***

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required.

#### ***Special skills/Knowledge:***

- Willingness to contribute to policy change in sustainability, finance or a related field.
- Excellent written communication skills, with experience of writing in a concise, credible and persuasive manner. Excellent verbal presentation skills.
- Excellent interpersonal and relationship management skills.
- A collaborative and consultative approach to others.
- Motivated and driven by the purpose the team/organization is working towards and the impacts they are trying to achieve.

### **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 conduct data collection using various methods. 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.
- **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.
- **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.

#### **Living conditions at duty station**

Normal living conditions for Switzerland.