

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: ASSOCIATE PROGRAMME OFFICER – Minerals and Metals

Unit: Consumption and Production Unit, Resources and Markets Branch Division: Industry and Economy Division

Location: Paris

Duration: 2 years

Background information on UN Environment and the requesting Unit

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. Its Industry and Economy Division provides solutions to decision-makers and helps change the business environment by offering platforms for multi-stakeholder dialogue and cooperation, innovative policy options, pilot projects and creative market mechanisms to improve the quality of the environment and the well-being of citizens. It promotes sustainable patterns of consumption and production, makes efficient use of natural resources, ensures safe management of chemicals and contribute to making trade and environment policies mutually supportive. The Industry and Economy Division has successfully implemented projects at the global level, across a number of sectors, including finance, oil and gas, waste, cooling chain, food and beverage, agriculture and fisheries, forestry, electricity, transport, metal, tourism, building and construction, chemicals and manufacturing.

More specifically the work of the Division with stakeholders from the mining sector has been covering the following priority areas:

1. *Environmental Governance of extractives - Regulations / Standards*: Enhance policy convening and outreach, stakeholder and capacity-building to promote better environmental governance and sustainable development goals implementation;
2. *Science to Policy - Increasing knowledge and evidence on environmental impacts*: provide policy-makers and stakeholders with impartial assessments, knowledge and science on environmental threats and impacts of the extractive industries; and
3. *Circular Economy- Sustainable Value Chain – Innovation*: Work with companies and international initiatives to encourage adoption of sustainable practices along the value chain and enhance resource efficiency.

The Consumption and Production Unit, Resources and Markets Branch of the Industry and Economy Division promotes Resource Efficiency and Sustainable Consumption and Production (SCP) in businesses worldwide, across several industrial sectors. It also supports and coordinates the Division and organization's work on the agenda of circularity. This post is located in the Consumption and Production Unit at the Paris duty station.

Why is the Junior Professional Officer requested/needed?

The JPO is needed to support the further development and strengthening of the work of the organization in the mining sector and, specifically, in support of high impact project on minerals and metals which focusses on the development of principles on responsible mining as well as assist on the implementation of the UNEA 5/12 Resolution on Environmental

Aspects of Minerals and Metals Management. In doing so, the JPO will specifically engage with leading actors in public and private sector, including in the finance community, who are actively supporting the promotion of sustainability in the mining sector.

The requested duration of the JPO is therefore of 2 years and the JPO should ideally start as soon as possible.

Supervision

The Associate Programme Officer will be in Paris working under the direct supervision of Charlotte Ndakorerwa and the general supervision of Sharon Gil, both in UNEP's Industry and Economy Division. The Associate Programme Officer's performance will be appraised through the organization's e-Performance system. Additional details are provided in the section below.

Content and methodology of the supervision

With support from the second reporting officer as needed, the first reporting officer will:

- Introduce the Associate Programme Officer to the work of the Resources and Markets Branch and its relationship with other Branches especially Energy and Climate; articulating the areas of responsibility, and introducing relevant colleagues.
- General objectives, desired results and anticipated problems will be discussed beforehand with the JPO. A workplan will be discussed and established within the first three months of the assignment.
- Meet bi-weekly with the Associate Programme Officer to assess progress regarding the duties assigned to him or her, review problems encountered, gauge his or her job satisfaction, professional development, and learning objectives.
- Meet twice a year with the Associate Programme Officer for a more formal discussion and evaluation of work progress.
- Provide regular feedback, guidance and mentoring about work-plan development and project implementation.
- It is expected that the supervision provided will be more frequent in the first year of the JPO assignment to consider the needs for the JPO to get used to his/her new working environment. The JPO will be supported by a Buddy and a Mentor who will be identified within Branch prior to the beginning of his/her assignment.

First appraising officer

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Second appraising officer

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Duties, responsibilities, and output expectations

The Associate Programme Officer will support the coordination and advancement of UNEP activities to implement UNEA5 resolution "Environmental Aspects of Minerals and Metals Management", including reports and proposals; and contribute to elaborating and supporting the implementation of a roadmap for improved mine waste management in the context of the 2030 Development Agenda, including concept notes and project proposals.

- 1) *Support **programme delivery** in the areas of sustainability in the mining sector, principles for responsible mining, including best practices in the design and operation of tailing dams and circularity in the mining sector.*
 - Contribute to technical delivery of related project activities, coordinating expert contributions and country-level advisory services.
 - Contribute to the preparation of various written outputs such as draft background papers, case study compendia, analytical notes, sections of reports and studies and inputs to publications and produce final reports with the support of editing and layout services.
- 2) *Project management*
 - As appropriate and relevant, support project development work
 - Support to project management, awareness raising and administration
 - Undertake any other duties and responsibilities within the incumbent's expertise that can be reasonably expected to help maximize the efficiency and effectiveness of the inter-agency response to sustainable urban development issues.
 - Assist in other Branch activities deemed necessary.
- 3) *Contribute to **networking, outreach, and communication** activities*
 - Organize outreach activities, stakeholder consultations and workshops on sustainability in the mining sector, best practices in the design and operation of tailing dams and circularity in the mining sector. This will entail engaging with leading actors in public and private sector, including in the finance community, who are actively supporting the promotion of sustainability in the mining sector.
 - Produce communication materials to help promote UNEP's offer
 - Contribute to the written outputs related to web-based information platforms and to the preparation of communication tools such as flyers, brochures, and power point presentations.
 - Support the organization of conferences designed to push agenda. Tasks will include but are not limited to preparing inputs to briefings and presentations; draft concept papers and event agendas.
- 4) *Perform **any other relevant duties** assigned.*

Output expectations

- Provided substantive input to programme development addressing sustainability in the mining sector, best practices in the design and operation of tailing dams and circularity in the mining sector
- Contributed to the development of fundraising activities
- Undertook projects and assignments that contribute to the successful implementation of the programme of work
- Fully acquainted with UNEP's approach to sustainable value chain, sustainable consumption and production and circularity to support implementation of projects in developing countries, also working with the private sector.
- Contributed to technical delivery of related project activities
- Lead outreach and communication activities to inform and connect stakeholders and build partnership network

Travel

- Missions and costs of travel envisaged during first year of assignment: At least one mission to participate in regional/global event related to the thematic areas of the JPO. Costs will be covered by UNEP.
- Missions and costs of travel envisaged during second year of assignment: To be determined, costs will be covered by UNEP.

Training and Learning Elements

Training

JPO will receive an extensive on the job training on project management and coordination with a range of implementing partners from industry and public sector.

Whenever possible JPO will be given opportunity to participate in national, regional and international events on the subject matter to get exposed to broader framework issues related to UNEP's work with industries and businesses.

Learning elements:

The JPO will be required and allowed to take at least 7.5 working days on training/year. She/he will have access to all compulsory and volunteer UNEP's trainings given in Paris or on line; among these but not limited to are language training, substantive (environmental) training courses. Additionally, depending on funds availability, she/he will have access to training that require travel and/or fees.

Training needs will be discussed with the JPO and in addition to formal training, the supervisor will provide coaching and the JPO will get the opportunity to interact with other Divisions of UN Environment.

After one year the Junior Professional Officer is able to:

- Have good knowledge of UN agencies working on sustainable value chains, sustainable consumption and production and circularity;
- manage projects;
- coordinate the work of various partner organizations and experts
- understand internal and external reporting requirement and support preparing such reporting;
- communicate effectively on the subject matter;
- support the development project proposals.

After two years the Junior Professional Officer is able to:

- Undertake projects and assignments that will contribute to the successful implementation of the programme of work;
- Fully acquainted with value chain approach and implementation of projects in developing countries, working with the private sector and intermediary partners in developing countries;
- develop project proposals
- prepare internal and external reporting.

Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in economics, public policy, international relations, environmental policy, environmental, mining or chemical engineering, environmental economics, or related area. A first degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Working experience

A minimum of two years of work experience in public policy, sustainable development and implementation of environmental related programmes, projects and activities is required. Prior experience in the mining sector and/or at the international level is advantageous.

Language Requirements

For this position, fluency in spoken English and excellent English writing skills are essential. Knowledge of another UN language is an advantage.

Competencies

- *Professionalism* Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.
- *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; demonstrates openness in sharing information and keeping people informed, Excellent drafting ability and communications skills, both oral and written; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful
- *Teamwork* Works collaboratively with colleagues to achieve organizational goals; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- *Planning and organizing* Able to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; identifies priority activities and assignments; allocates appropriate amount of time and resources for contingencies in planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Living conditions at duty station

Standard living conditions in Europe.