

## **UNEP JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

Post Title	Associate Programme Management Officer
Unit	CITES Secretariat, Outreach and Project 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](http://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 30,000 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 Project 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 Project Unit to assist with tasks related to managing CITES capacity-building projects and activities. The Junior Professional Officer would be beneficial in improving the quality of the project, as well as of the tools and associated platforms, so that they support the capacity development of Parties more effectively.

### **Supervision**

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

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

CITES Secretariat  
Maison Internationale de l'Environnement  
11-13 chemin des Anemones  
1219 Chatelaine-Geneva  
Switzerland

Tel: +41 22 917 8420  
Fax: +41 22 797 3417  
Email: [Haruko.Okusu@un.org](mailto: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 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.

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

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 management of capacity-building projects throughout its cycle (from development and implementation to revision, reporting and closure). Communicate within the Secretariat and with project partners to monitor progress and support their timely contract issuance and fund disbursement. Support the preparation of regular reports and communication with the donors.
- Assist in the development and revision of knowledge and capacity building materials/tools needed by Parties and the CITES community, including online courses in the CITES Virtual College, subject-specific information materials, identification materials and others;
- Support the Secretariat's work on programmatic issues, liaising with the respective working groups and preparing documents and projects as necessary.

### Output expectations

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

Improved management of capacity building activities, including provision of support to Parties

## **Travel**

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

- Attendance at the next 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 least one capacity building or information and knowledge management meeting per year; and
- 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 needs of developing country Parties and the types of activities and workshops required to enhance national capacity; Develop training materials and

contribute to the development of e-courses and e-learning; Use the content management system Drupal of the CITES website to maintain and update information, update and assist in the development of new web-based courses for the CITES Virtual College, use metadata standards to improve the information resources, understand the uses of web services, use knowledge sharing platforms to gain and disseminate expertise and improve record retention and organization in the Secretariat; Learn about the various contracts, administrative processes and financial procedures related to project management.

After two years the Junior Professional Officer is able to:

Contribute to the provision of capacity building activities, the provision of new capacity building and learning materials; overall information management of the CITES Website and electronic resources and databases, contribute to knowledge management initiatives and strategies, critically analyse the needs of the CITES Secretariat with regard to the implementation of knowledge management procedures and policies, and contribute to capacity building programmes and projects implemented by the Secretariat.

## **Qualifications and experience**

### Qualifications

University degree in environmental science, international relations, education, or a related field in natural and social sciences. An advanced university degree is advantageous, as is familiarity with current trends in collaborative platforms, distance learning and communication tools.

### 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 good technical skills related to ICT tools, including MS-Office suite of programmes (including MS Teams and Sharepoint) and managing websites. 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 4 years at the national level, or 2 years at the international level, in a post requiring technical expertise in information science and knowledge management. Experience at the international level is advantageous.

## **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.