

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title	Associate Compliance Officer
Unit	CITES Secretariat, Legal Unit
Location	Geneva, Switzerland
Duration	2 years

Background information on UN Environment and the requesting Unit

The United Nations Environment Programme (UN Environment) 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 UN Environment and is located at the Geneva duty station.

The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is the international treaty that promotes the conservation and sustainable use of biodiversity while ensuring that no species entering international trade is threatened with extinction.

It was signed at Washington, D.C., on 3 March 1973 and has been in effect since 1 July 1975. Currently CITES accords varying degrees of protection to close than 35,000 species of animals and plants to prevent their over-exploitation. The international trade of millions of products containing wild animals and plants ingredients whether they are traded as live specimens, cancer medicines, food delicacies, cosmetics, perfumes or luxury products and accessories is regulated through the CITES universal permit system.

The Secretariat of CITES is based in Geneva 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 CITES Secretariat supports CITES intergovernmental processes and provides compliance assistance to 184 Parties. These activities entail compiling and analysing the information submitted by Parties on all relevant measures adopted to fulfil the requirements laid down in the text of the Convention and compliance-related Resolutions. It also entails the provision of legal advice and compliance assistance to Parties on the implementation of Standing Committee recommendations and the development of appropriate measures for effective implementation of the Convention, including legal acquisition findings, legislative guidance, reporting, permit issuance and authentication and training of CITES authorities, Customs, legal drafters, policy makers, the judiciary, parliamentarians and other relevant government officials responsible for the formulation, adoption and implementation of CITES-related measures.

The CITES Secretariat is seeking a Junior Professional Officer for a period of 2 years, preferably from summer 2023, a period that includes participation in meetings related to compliance issues. The Junior Professional Officer would be particularly needed to assist in the compilation and analysis of CITES information and developing web-based tools to provide online assistance to Parties requiring it.

Supervision

Direct supervision by:	Mr Juan Carlos Vasquez
Title of supervisor:	Chief, Legal Unit
Unit of supervisor:	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 8156
Fax: +41 22 797 3417
Email: Juancarlos.Vasquez@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.

First appraising officer:	Mr. Juan Carlos Vasquez
Title first appraising officer	Chief, Legal Unit
Unit first appraising officer	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):

- Compile and analyze information submitted by Parties on measures adopted to fulfil the requirements laid down in the text of the Convention, compliance-related Resolutions and recommendations agreed by the Conference of the Parties or the Standing Committee;
- Assist the supervisor in providing legal advice and compliance assistance to Parties on the development of appropriate measures for effective implementation of the Convention, including guidance for and training of CITES authorities, legal drafters, policy makers, the judiciary, parliamentarians, Customs and other relevant government officials responsible for the formulation, adoption and implementation of CITES-related measures;
- Cooperate, in the provision of compliance assistance, with the relevant programmes of United Nations bodies and intergovernmental organizations such as UN Environment

Programme (UNEP), the Food and Agriculture Organization (FAO), the World Bank, the World Customs Organization, etc.;

- Assist the supervisor with the CITES National Legislation Project and other initiatives including background research, identification of any countries that require attention as a priority under the National Legislation Project, budget-related issues, costed-programme of work, reporting to donors, outreach and coordination, schedule meetings and events;

- Assist in the preparation of reports to relevant CITES meetings on the progress made about the implementation of recommendations under Article XIII and other compliance processes;

- Interface with the webmaster to ensure development of web-based compliance tools and proper outreach to CITES Parties, civil society, donors and media about CITES compliance-related activities.

Output expectations

An increased number of Parties enacting CITES-related legislation to ensure an effective implementation of the Convention.

Travel

Missions and costs of travel envisaged during first year of assignment

- One mission to a developing country requiring legislative assistance

Missions and costs of travel envisaged during second year of assignment

- One mission to a developing country requiring compliance assistance
- Attendance at the next meetings of the CITES Standing Committee

Training and Learning Elements

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 Convention, Biodiversity-related MEAs, UN Environment and its partners grows. He/she would also be eligible for language training 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.

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Learning elements:

After one year the Junior Professional Officer is able to:

Analyse CITES-related information, interpret the text of the Convention, together with the Resolutions and Decisions adopted by the CITES Conference of the Parties, establish professional links with the relevant programmes of United Nations bodies and intergovernmental organizations such as UN ENVIRONMENT, Biodiversity-related MEAs, the World Trade Organization, the Food and Agriculture Organization and the World Bank; and use web-based tools to assist and disseminate compliance expertise;

After two years the Junior Professional Officer is able to:

Provide tailored assistance to Parties in the identification of compliance needs and in the follow-up of preparing CITES-related measures as recommended by the Standing Committee under Article XIII and other compliance processes; contribute to preparing reports for the CITES Standing Committee and the Conference of the Parties; develop initiatives and strategies to mobilize resources to build compliance capacity and assess the effectiveness of the CITES-related measures and contribute to CITES broader programmes and strategies.

Qualifications and experience

Qualifications

The applicants must possess an advanced degree in law or social science.

Skills

Fluency in one of the languages of the Convention (English, French or Spanish) and a good working knowledge of another (including English) is essential.

Working experience

A minimum of two years of working experience in the field of CITES implementation or law enforcement at national or international level is required.

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.

Professionalism, Teamwork, Communication and Client orientation.

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.