

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

| | |
|---------------------|---|
| Post Title | Junior Professional Officer |
| Office/division/MEA | Secretariat of the Minamata Convention on Mercury |
| Unit | Implementation Review and Support Team |
| Location | Geneva, Switzerland |
| Duration | 2 years |

Background information on UN Environment and the requesting Unit

United Nations Environment Programme 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 UN system and serves as an authoritative advocate for the global environment.

The requesting unit is the Secretariat of the Minamata Convention on Mercury which is located in Geneva, Switzerland.

The overall objective of the Minamata Convention on Mercury is to protect the human health and the environment from anthropogenic emissions and releases of mercury. The secretariat functions for this Convention shall be performed by the Executive Director of the United Nations Environment Programme. The Secretariat is led by an Executive Secretary.

The functions of the Secretariat of the Minamata Convention include:

- To make arrangements for meetings of the Conference of the Parties and its subsidiary bodies and to provide them with services as required;
- To facilitate delivery of capacity-building and technical assistance to Parties, particularly developing country Parties and Parties with economies in transition, on request, in the implementation of the Convention;
- To perform secretariat functions for the Specific International Programme to support capacity building and technical assistance, the direct access grant-making component of the Convention's financial mechanism;
- To coordinate with the Secretariat of the Global Environment Facility in its role as the entity administering the other component of the Convention's financial mechanism;
- To coordinate, as appropriate, with the secretariats of relevant international bodies, particularly other chemicals and waste conventions;
- To assist in the exchange of information related to the implementation of the Convention;
- To prepare and make available to the Parties periodic reports based on information received pursuant to national reporting, the implementation and compliance committee, arrangements to support the effectiveness evaluation of the Convention, and other available information;

- To enter, under the overall guidance of the Conference of the Parties, into administrative and contractual arrangements as may be required for the effective discharge of its functions; and
- To perform the other secretariat functions specified in this Convention and such other functions as may be determined by the Conference of the Parties.

Why is the Junior Professional Officer requested/needed?

The original posts for the Secretariat were established at the first meeting of the Conference of the Parties (September 2017). The parties established one post for capacity-building and technical assistance, to be filled at the P-4 level. This post is responsible for day-to-day coordination of efforts under the Convention's financial mechanism, which is comprised of the Global Environment Facility (currently operating under the GEF-8 four-year cycle with USD 290 million allocated for the Minamata Convention) and the Specific International Programme for Capacity-building and technical assistance (currently managing 24 direct grants to party governments and their partners). The post is also responsible for addressing other capacity-building and technical assistance needs of parties, including through activities called for in the Programme of Work and Budget for funding through the Convention's voluntary Special Trust Fund, and activities funded through other programmes such as the ACP MEAs programme and the Global Mercury Partnership. In addition, the post is responsible for preparations for meetings of the Conference of the Parties and intersessional meetings, side events, workshops, and webinars related to these responsibilities, as well as support to the Executive Secretary in her engagements relative to these responsibilities.

At the third meeting of the Conference of the Parties (November 2019) a call was made to all Parties in the decision on programme of work and budget, to support the Secretariat services required for the Specific International Programme of the Minamata Convention through a secondment/Junior Professional Officer. The requested Junior Professional Officer would support those services as well as the broader capacity-building and technical assistance portfolio of the Secretariat, for a period of two years during which time critical capacity-building and technical assistance needs of the parties are addressed, in line with the timeline of key Convention obligations. It is therefore additional to the established staff posts of the secretariat.

The recruitment of a Junior Professional Officer will provide the Secretariat with an essential staff member to respond to increased expectations with regard to capacity-building and technical assistance support to parties for their full implementation of Convention requirements. This will include support to the Specific International Programme of the Minamata Convention, which is the direct grant-making component of the Convention's financial mechanism to provide eligible Parties with support through capacity building and technical assistance the Party's ability to implement the obligations of the Convention; to the Secretariat's coordination with the Secretariat of the Global Environment Facility, in particular as regards gender, youth engagement, and indigenous peoples; and support to the provision of capacity-building and technical assistance deployed through the Special Trust Fund or by other partners in cooperation with the Secretariat. The selected Junior Professional Officer will be at the core of the Convention's direct support to developing countries on capacity-building and technical assistance, and receive a rounded experience on administrative, technical and policy matters pertaining to implementation support.

Supervision

The Junior Professional Officer will work under the direct supervision of the Programme Management Officer (P4) on Capacity Building and Technical Assistance, and the overall supervision of the Senior Policy Coordination Officer (P5) who is leading the Secretariat's work on implementation review and support, including capacity-building and technical assistance and the financial mechanism. The Programme Management Officer will be the First Reporting Officer (P4), and the Senior Policy Coordination Officer (P5) the Second Reporting Officer. As per the guidelines, a "buddy" will also be identified on arrival to the Secretariat.

The electronic performance management system of UN will be used to establish the work plan and development plan for the Junior Professional Officer as well as to assist and to appraise his/her performance. The Performance Appraisal will also be submitted to the donor government.

Content and methodology of the supervision

When the Junior Professional Officer arrives on board, the supervisor will introduce him/her to the Secretariat, to other relevant staff in the United Nations Environment Programme, and to external stakeholders.

The supervisor will arrange and lead an orientation to the work of the Secretariat and initial meetings to establish a work plan and a development plan. This will be reflected in the electronic performance management system.

There will be day-to-day interactions and meetings with the supervisor, where advice will be provided, progress will be monitored, and job satisfaction will be discussed as appropriate.

There will also be frequent interactions and meetings with all other members of the Secretariat, including weekly team meetings and biweekly staff meetings. The Junior Professional Officer will also be working with the Executive Secretary of the Convention and may also be called upon to work with other members of the Secretariat on broader coordination matters for the Secretariat and specific other tasks as relevant.

Periodic performance discussions with the supervisor will take place quarterly, and performance appraisal will take place annually in accordance with the UNEP procedures. In these talks, his/her accomplishments will be discussed and assessed, problems will be reviewed and acted upon, and guidance will be provided. The annual performance discussion will include the second line supervisor. The annual performance appraisal will be recorded in the electronic performance management system, with the review and intervention by the second appraisal officer.

General objectives, desired results and anticipated problems are discussed beforehand with the Junior Professional Officer. Regular feedback on the progress of activities is obtained by the supervisor through review of work in process. The Junior Professional Officer is expected

to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters. Final results of each set of activities, is reviewed for attainment of objectives and quality of work.

First appraising officer: Ms. Marianne Bailey

Title first appraising officer: Programme Management Officer (P4)

Unit first appraising officer: Secretariat of the Minamata Convention on Mercury

Location first appraising officer: Geneva, Switzerland

Second appraising officer: Ms. Claudia ten Have

Title second appraising officer: Senior Policy Coordination Officer (P5)

Unit second appraising officer: Secretariat of the Minamata Convention on Mercury

Location second appraising officer: Geneva, Switzerland

Duties, responsibilities and output expectations

As part of the Secretariat's team on implementation support, the Junior Programme Officer would support the capacity-building and technical assistance work of the Specific International Programme through the following duties:

- a) Support the arrangements for meetings, workshops and webinars organised by the Secretariat, including in the context of the meetings of the Conference of the Parties, of the Governing Board of the Specific International Programme, and of the GEF Council;
- b) Support the Programme Management Officer in representing the Secretariat at meetings of partners engaged in capacity-building and technical assistance relevant to the Convention, including through the GEF and the Specific International Programme, and provide input to plans and activities of partners to ensure strong alignment with the Convention and party needs;
- c) Provide Secretariat support to the Specific International Programme, including reviewing project reporting, communicating on results, preparing documentation for donor recognition and donor reporting, and contributing to newsletters and dashboards;
- d) Support the administrative and substantive preparation of capacity-building and technical assistance project documents and the monitoring and implementation of approved projects as per rules of the UN, and according to UNEP oversight, and perform other duties as assigned.

Output expectations

1. Capacity-building and technical assistance meetings, workshops and webinars are well-planned and supported.
2. The Secretariat is well prepared for meetings relative to the operations of the financial mechanism, and sound Secretariat input is provided to partners on Convention needs and requirements.
3. Donors and Parties of the Minamata Convention, as well as stakeholders, are informed of the progress made by approved projects.
4. Ongoing and newly approved projects are supported and monitored administratively and substantially to support their timely and full implementation.

Travel

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

1-2 country implementation/inception activities for approved projects (subject to available funding).

Attendance of select substantive meetings directly relevant to the financial mechanism (subject to funding from the Secretariat budget).

Attendance at a key training opportunity (subject to available funding).

** Costs for missions will depend on the location of meetings/activities.*

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

1-2 country implementation/inception activities for approved projects (subject to available funding).

Attendance of select substantive meetings directly relevant to the Specific International Programme (subject to funding from the Secretariat budget).

Attendance of select regional preparatory meetings (subject to funding from the Secretariat budget).

Attendance of the Sixth Meeting of the Conference of the Parties in 2025 (covered by the General Trust Fund of the Minamata Convention).

** Costs for missions will depend on the location of meetings/activities.*

Training and Learning Elements

Training

- The Junior Professional Officer will take all mandatory UN Secretariat online trainings, as required for onboarding, within the first three months after arrival at the duty station, and thereafter as new mandatory training requirements implemented.
- On-the-job training will be provided on tasks related to the work of the Secretariat, by the Programme Management Officer and the Senior Policy Coordination Officer and other professionals, including through initial explanation of duties and procedures and feedback on and discussion of submitted work.
- In addition, the Junior Professional Officer will be trained in basic skills as UN staff required for secretariat support for the Convention, including the organization of international meetings, document development and management, communication with delegates, registration and media relations.
- The Junior Professional Officer will be encouraged to participate in trainings offered to national focal points and other stakeholders by the Secretariat and other partners, as well as relevant trainings offered by the Global Environment Facility, as appropriate and available.
- The Junior Professional Officer will also be encouraged to take advantage of regular courses offered by the United Nations Office at Geneva, for example in languages and negotiation skills.
- The Junior Professional Office will also be encouraged to seek out other training opportunities offered within the UN system as relevant to the duties envisaged.

Learning elements

After one year the Junior Professional Officer is able to: draft project concept notes and documents, briefing papers, meeting reports, and project reports with minimal revision required; understand Convention requirements and general needs of parties for implementation support; effectively communicate with internal staff and external stakeholders; understand the relevant UN rules and regulations; and work well in a multi-cultural and multi-stakeholder environment.

After two years the Junior Professional Officer is able to: monitor progress in solving problems; formulate remedial action proposals; provide technical/legal support to governments and stakeholders on the reduction of chemical pollution; and provide strategic views on the work of the United Nations Environment Programme.

Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in a field related to environmental sciences, environment law, international relations, political science, project management, or a related field. A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

Skills

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. Strong drafting and writing skills are essential. Working knowledge of other UN languages is an asset.

Other skills: Basic computer skills, including use of project management tools and spreadsheets; attention to detail; ability to establish and maintain effective working relations within a multicultural working environment.

Work experience

At least 3 years of experience in sustainable development and implementation of environmental or health related programmes, projects and activities is required. Prior experience at the international level is advantageous.

Competencies

Competencies in communication, teamwork, and client orientation are required.

Living conditions at duty station

The living conditions at the duty station (Geneva) are characterized as “normal”.