

JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Programme Officer
Unit: Programme Resources and Oversight Unit, Executive Office, Secretariat of the Basel, Rotterdam and Stockholm (BRS) Conventions, United Nations Environment Programme (UNEP)
Location: Geneva, Switzerland
Duration: 2 years

Background information on UN Environment Programme, the Secretariat of the Basel, Rotterdam and Stockholm Conventions, Executive Office, Programme resources and oversight unit

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

The vision for the Basel, Rotterdam and Stockholm Secretariat is to be recognized by the Parties, and other stakeholders as efficient, effective, innovative and responsive in carrying out the functions entrusted to it by the respective Conventions and their Conferences of the Parties (COPs), and in assisting Parties in their efforts to implement their obligations to protect human health and the environment from hazardous chemicals and wastes. This vision supports the common objectives of the three BRS Conventions to protect human health and the environment from the adverse effects of hazardous chemicals and wastes.

The post will be located in the Programme Resources and Oversight Unit of the Executive Office of the Secretariat of the BRS Conventions in Geneva, Switzerland. The Unit is responsible for internal and external financing under the three conventions as well as implementation oversight.

The Junior Professional Officer (JPO) will work under the supervision of the Head of the Programme Resources and Oversight Unit. The assignment involves supporting the Unit in coordinating external and internal financing required to implement the Conventions, monitoring the implementation of the programme of work funded by voluntary contributions, and other related oversight functions. It also involves the implementation of decisions adopted the COP to the Stockholm Convention with regard to its Financial Mechanism and other decisions, as appropriate.

Why is the Junior Professional Officer position requested/needed?

The aim of the position is to support the Secretariat in terms of mobilizing financial resources for the implementation of the PoW, ensuring that reports to donor are submitted in time and with the required quality, and providing input to the Unit's oversight functions for the implementation of

the programme of work funded through voluntary contributions. The position also aims at providing well researched and sound analysis of issues and developments affecting external fundraising and to follow-up on the decisions adopted by the COPs regarding financial resources and mechanisms and other matters as appropriate.

Supervision

Direct supervision by: Mr. Frank Moser (First Reporting Officer).
Title supervisor: Unit Head
Unit supervisor: Programme Resources and Oversight Unit, Executive Office, Secretariat of the Basel, Rotterdam and Stockholm Conventions, UNEP

Location supervisor: Rolph Payet, Executive Secretary of the Basel, Rotterdam and Stockholm conventions

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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. Final results of each set of activities, is reviewed for attainment of objectives and quality of work.

First appraising officer: Mr. Frank Moser
Title first appraising officer: Unit Head
Unit first appraising officer: Programme Resources and Oversight Unit, Executive Office, Secretariat of the Basel, Rotterdam and Stockholm Conventions, UNEP
Location first appraising officer: Geneva, Switzerland

Second appraising officer: Mr. Carlos Martin-Novella

Title second appraising officer: Deputy Executive Secretary
Unit second appraising officer: Executive Office, Secretariat of the Basel, Rotterdam and Stockholm Conventions, UNEP
Location second appraising officer: Geneva, Switzerland

Duties, responsibilities and output expectations:

- Support the Unit in the implementation of resource mobilization activities, including the organization of donor meetings and related events with key stakeholders;
- Support the Secretariat in the preparation of concept notes and project proposals based on the programme of work and the submission of related financial and substantive reports to donors;
- Support the meetings of the Programme Oversight Group (POG), including the tracking the implementation of voluntary funded activities of the Programme of Work of the three Conventions, including keeping track of donor contributions and reporting deadlines;
- Support the Unit in maintaining and further developing the project and contribution dashboard of the Secretariat;
- Design and develop analytical reports on funding trends, funding gaps, use of resources, output delivery etc. by using new and innovative technologies and approaches to automatically generate such reports from diverse data sources such as ERP systems and other data repositories;
- Follow-up on relevant COPs decisions and provide support to the development of documents on financial resources and mechanisms for the 2023 and 2025 COPs;
- Provide input to the implementation of activities under the Financial Mechanism of the Stockholm Convention, including meetings of the Secretariat and governing bodies of the GEF;
- Provide support at the 2023 and 2025 COPs meetings on matters related to financial resources and mechanisms;
- Support the BRS-related work of the internal task team of the Special Programme;
- Support the implementation of other tasks, as required.

Output expectations:

- Maintenance and further development of the project and contributions dashboard of the Secretariat;
- Administration of the Programme Oversight Group;
- Tracking of donor contributions, progress of implementation and reporting deadlines;
- Preparation of concept notes and project proposals based on the programmes of work and financial and substantive reports to donors;
- Background documents, briefing notes and research for donor meetings and related events with key stakeholders;
- Pre-session documents for the 2025 COPs meetings on the issues of financial resources and mechanisms and other matters, as appropriate;
- Background documents, briefing notes and research regarding the Financial Mechanism of the Stockholm Convention, including meetings of the Secretariat and governing bodies of the GEF;

- Support the screening of projects under the Special Programme;
- Other outputs as required.

Travel

Missions and costs of travel envisaged during first year of assignment: missions and travel for meetings with donor countries are organized on an ad-hoc basis. Costs are difficult to assess in advance, but in most cases involve travel within Europe.

Missions and costs of travel envisaged during second year of assignment: missions and travel for meetings with donor countries are organized on an ad-hoc basis. Costs are difficult to assess in advance, but in most cases involve travel within Europe.

Training and Learning Elements

Training:

Training activities of the Junior Professional Officer include the completion of relevant UN mandatory trainings, on the job training as well as relevant training courses provided by the UNOG Staff Development and Learning Section, including language training and other work-related courses. The JPO will be included in in-house training opportunities regarding United Nations financial administration.

Learning elements:

After one year the Junior Professional Officer is able to assess and prepare concept notes, project documents and donor reports and monitor implementation of programme of work activities of the three Conventions. The Junior Professional Officer will gain knowledge of the UN system in general and will be able to understand the topic of financial resources and mechanisms under the Basel, Rotterdam and Stockholm Conventions and the broader chemicals and waste cluster. Through the work with UNEP and FAO, and in particular with the respective resource mobilization units, the GEF and donor countries, the Junior Professional Officer will be able to establish contacts in and outside the UN system and strengthen his/her organizational skills.

After two years, the Junior Professional Officer is able to: understand the resource mobilization and oversight functions of the Secretariat and the broader UN system; understand the organization and functioning of the COPs to the three Conventions; provide substantive input to COPs meetings related documents on financial resources and mechanisms under the Basel, Rotterdam and Stockholm Conventions and other matters, as appropriate; and support the organization of internal and external information exchange and coordination groups. The Junior Professional Officer will gain a broader understanding of a multicultural working environment and will be familiar with rules and regulations under the BRS Conventions, UNEP and the UN. Through the preparation of COPs meetings and other documents, the Junior Professional Officer will improve his/her editing, drafting and reporting skills.

Qualifications and experience

Qualifications: First university degree in environmental management or finance, business administration, business analytics or equivalent. An advanced university degree is advantageous.

Skills: Strong drafting skills; computer skills; ability to establish and maintain effective working relations within a multicultural working environment. Fluency in English is essential. Working knowledge of other UN languages is an asset

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Working experience: at least 4 (four) years at the national level, or 2 (two) years at the international level in sustainable development and implementation of environmental related programmes, projects and activities is required. Prior experience at the international level is advantageous. Contract negotiation and drafting would be a plus.

Competencies

Teamwork; planning and organization; accountability, client orientation.

Living conditions at duty station

Geneva is classified by the UN as a headquarters duty station.