

## **UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

Post Title: Associate Programme Officer

Office/division/MEA: Secretariat of the Basel, Rotterdam and Stockholm Conventions

Unit: Science and Technical Assistance Branch

Location: Geneva, Switzerland

Duration: 2 years

### **Background information on UN Environment Programme, the Secretariat of the Basel, Rotterdam and Stockholm Conventions, Science and Technical Assistance Branch**

The United Nations Environment Programme 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 position is located in the Science and Technical Assistance Branch of United Nations Environment Programme, Secretariat of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade and the Stockholm Convention on Persistent Organic Pollutants, in Geneva. The Branch is responsible for the management of scientific and technical inputs for the implementation of the three conventions and is responsible for the overall coordination and delivery of the technical assistance and capacity building programme required by the Conferences of the Parties to the Basel, Rotterdam and Stockholm conventions and their respective subsidiary bodies.

### **Why is Junior Professional Officer requested/needed?**

The work in the Science and Technical Assistance Branch comprises day-to-day duties that require technical and scientific knowledge and which can be undertaken by a junior professional under the supervision of a programme officer. The Junior Professional Officer could also contribute to the Branch with his/her knowledge of recent developments in the area of the science and technology and/or work experience at national level.

The Secretariats' programme of work is planned over a period of a biennium. Duration of 2 years would allow the Junior Professional Officer acquire experience over a full work period.

### **Supervision**

Direct supervision by: Ms. Melisa Lim

Title supervisor: Programme Officer

Unit supervisor: Abiola Olanipekun

Location supervisor: Rolph Payet

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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 process. 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. The Chief of the Branch will provide overall guidance and support to the incumbent in the fulfilment of her/his functions including advise on opportunities for relevant trainings and career development.

First appraising officer: Ms. Melisa Lim

Title first appraising officer: Programme Officer

Unit first appraising officer: Secretariat of the Basel, Rotterdam and Stockholm Conventions, Science and Technical Assistance Branch

Location first appraising officer: Geneva

Second appraising officer: Ms. Abiola Olanipekum

Title second appraising officer: Chief of Branch

Unit second appraising officer: Secretariat of the Basel, Rotterdam and Stockholm Conventions, Science and Technical Assistance Branch

Location second appraising officer: Geneva

### **Duties, responsibilities and output expectations**

#### Terms of reference

- Support the implementation of relevant decisions of the Conference of the Parties and its subsidiary bodies related to national reporting of Parties pursuant to Article 13(3) of the Basel Convention and Article 15 of the Stockholm Convention;
- Support the implementation of decision BC-14/13 on further actions to address plastic waste under the Basel Convention, Part VI on Basel Convention Partnership on Plastic Waste;
- Support the implementation of decision BC-14/19 on Cooperation with the World Customs Organization on the Harmonized Commodity Description and Coding System and Article 13(1) of the Rotterdam Convention;

- Support the processing of the information submitted under the Prior Informed Consent (PIC) procedure including the preparation of the Prior Informed Consent circular;
- Undertake research, develop standard guidance and/or methodologies for, and conduct surveys on scientific/technical and socio-economic matters related to the Conventions;
- Prepare and review documents, including draft reports, scientific documents, technical guidelines, assessment and evaluation tools, etc, including documents for the consideration of the Conference of the Parties and subsidiary bodies;
- Assist in the preparation and conducting of webinars, expert meetings and technical assistance activities;
- Assist as resource person during the meetings of the Conferences of the Parties and subsidiary bodies, including the coordination of side events;
- Other duties as assigned.

#### Output expectations

- Timely provision of support with required level of quality towards strengthening the fulfillment of reporting obligations by Parties.
- The information provided by Parties under the Prior Informed Consent procedure is compliant to the requirements of the Rotterdam Convention. Parties are provided with prompt assistance.
- Timely support is provided to the work and activities of the Plastic Waste Partnership
- Timely support is provided to facilitate the identification of customs codes for chemicals and wastes listed under the BRS Conventions.
- Timely issuance and distribution of a good quality Prior Informed Consent circular.
- Parties are provided with good quality and up-to-date information on industrial chemicals including their risk assessment and evaluation.
- The Secretariat is provided with documentation and tools to facilitate the development of questionnaires and surveys.
- High quality materials and documents, under the technical/scientific and editorial point of view, are produced by the Branch.
- Webinars, meetings and technical assistance activities are efficiently organized and conducted;

#### **Travel**

Missions and costs of travel envisaged during first year of assignment: participation in meetings of subsidiary bodies and plastics waste partnership (approx. USD 5,000)

Missions and costs of travel envisaged during second year of assignment: participation in meetings of subsidiary bodies and plastics waste partnership (approx. USD 5,000)

Missions and costs of travel envisaged during third year of assignment (if applicable):  
Not Applicable

### **Training and Learning Elements**

- Orientation session on how to access trainings in the Secretariat; United Nations training online; training at the United Nations Office in Geneva (UNOG) Staff Center for Learning and Development and the United Nations System Staff College (UNSSC).
- On-the-job training, including individual and group sessions on specific areas such as scientific assessments, technical assistance and capacity building, policy aspects related to the conventions, information management and outreach in the Secretariat, website updates, project management, etc.
- Completion of relevant UN mandatory trainings
- Performance and Career development Training courses provided by the UNOG
- Language courses for the United Nations languages
- Mentoring by senior staff.

#### **Learning elements:**

After one year the Junior Professional Officer is able to: draft working and information documents for the meetings of the Conferences of the Parties and subsidiary bodies, including activities reports, assessment reports, surveys and other types of information collection. The Junior Professional Officer will have acquired knowledge of the United Nations system and the work of a multilateral environmental agreement secretariat. He/she will have acquired experience in the collection and processing of information and its exchange at global level.

After two years the Junior Professional Officer is able to: draft concept notes, project proposals, factsheets, etc. under the framework of the Science and Technical Assistance Branch program of work. He/she will acquire an understanding of the technical and scientific aspects of the implementation of chemicals conventions. He/she will have improved reporting, organizational and evaluation skills including mastery of key elements of technical assistance and capacity building within a multicultural-working environment with a global perspective.

After three years (if applicable) the Junior Professional Officer is able to:  
Not Applicable

### **Qualifications and experience**

#### **Education**

Advanced university degree (Master's degree or equivalent) in biological sciences, physical sciences, environmental science, engineering, , or other related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Working experience**

A minimum of two years of progressively responsible experience in environmental sciences, chemical safety, waste management, programme management or related field is required. Experience of working in an international setting and on environmental issues is desirable.

**Language:**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and oral English is required. Working knowledge of another UN official language is desirable.

**Competencies****Professionalism:**

Knowledge and understanding of methodologies and approaches relevant to information collection (surveys, questionnaires, etc) and processing (compilation, analysis, consolidation, presentation, statistics). Knowledge and understanding of concepts relevant to chemicals and their management including risk assessment and evaluation.

Ability to research and gather information from a wide variety of standard and non-standard sources. Demonstrates ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving result; shows persistence when faced with difficult problems or challenges; 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; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; 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.

**Living conditions at duty station**

Duty station: Geneva

Geneva is classified by the United Nations as a headquarters (“H”) duty station (Headquarter locations and locations where there are no United Nations developmental or humanitarian activities or locations which are in countries which are members of the European Union) and hosts many UN organizations among others in the areas of environment, health, human rights, refugees and telecommunication.

Geneva is a comparatively safe place. Housing in Geneva is very difficult to find and expensive, so research must be undertaken well in advance.