

STANDARD FORMAT FOR UNEP JPO REQUEST

General Information

Post Title: Associate Programme Officer

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

Unit: Public Awareness and Outreach team of the Basel, Rotterdam and Stockholm Conventions, UN Environment Programme

Location: Geneva, Switzerland

Duration: 2 years

Background information on UN Environment Programme, the Secretariat of the Basel, Rotterdam and Stockholm Conventions, Public Awareness and Outreach Team

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 position is located in the Public Awareness and Outreach Team of the 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 Public Awareness and Outreach team is responsible for strategic and planned communications, public awareness and outreach services for the conventions and the Secretariat by organizing public campaigns, maintaining media relations, organising and representing BRS at special events and through diverse outreach activities. It is responsible for managing the design, production and dissemination of the Secretariat's publications, including convention texts, together with corporate social media accounts, visual identities and brand management, production of public awareness and media materials including, press releases, and multimedia resources for the three conventions.

Why is Junior Professional Officer requested/needed?

The recent 2019 and 2021/2022 meetings of the Conferences of the Parties to the three conventions adopted landmark decisions on the sound management of chemicals and wastes including the Basel Convention's Plastic Waste Amendment, the e-Waste amendment; and with more harmful chemicals regularly being added to the Rotterdam, and Stockholm, conventions respectively, thus increasing the engagement of the Secretariat. The Junior Professional Officer would provide much needed support to the public awareness and outreach activities undertaken by the Secretariat, aimed at increasing the visibility of the work of the conventions in the broader environmental and sustainable development context with the aim to attain the 2030 Goals. The Junior Professional officer would contribute among others towards the planning and organizing, as well as the following up, of public awareness and outreach campaigns of the Secretariat including

those in the run off and during the 2025 Meetings of the Conferences of the Parties¹ currently scheduled to be held during the second semester of 2025.

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: Maria Cristina Cárdenas-Fischer

Title supervisor: Senior Policy and Strategy Advisor

Unit supervisor: Rolph Payet, Executive Secretary

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 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. Results of each set of activities, is reviewed for attainment of objectives and quality of work. Overall guidance and support will be provided to the incumbent in the fulfilment of her/his functions including advise on opportunities for relevant trainings and career development.

First appraising officer: Maria Cristina Cárdenas-Fischer

Title first appraising officer: Senior Policy and Strategy Advisor

Unit first appraising officer: Executive Office, Secretariat of the Basel, Rotterdam and Stockholm Conventions, UN Environment Programme

Location first appraising officer: Geneva

Second appraising officer: Carlos Martin-Novella

Title second appraising officer: Deputy Executive Secretary

Unit second appraising officer: Executive Office, Secretariat of the Basel, Rotterdam and Stockholm Conventions, UN Environment Programme

Location second appraising officer: Geneva

¹ 17th Meeting of the Conference of the Parties to the Basel Convention, 12^h Meeting of the Conference of the Parties to the Rotterdam Convention and 12^h Meeting of the Conference of the Parties to the Stockholm Convention

Duties, responsibilities and output expectations

Terms of reference

- Tracks, researches, and analyzes information on assigned topics/issues; gathers information from diverse sources and helps to assess news value and other potential impact, as well as to evaluate the effectiveness of information campaigns.
- Drafts/compiles a specific type or types (e.g., print, broadcast, etc.), of information communications products for target audiences, to include press releases, media packets and reports, brochures, briefings, video clips, newsletters, websites, etc.
- Organizes the clearance, production and distribution of information material; conducts photo and graphic research.
- Plans, manages, and monitors the recruitment of, and outputs of, consultants, external partners, and interns on public awareness and outreach-related assignments and contracts.
- Prepares, on the basis of official UN documentation and other sources, initiates drafts of articles or chapters for inclusion in UN newsletters, periodicals, reports and books.
- In consultation with others identifies and proposes information opportunities, activities and approaches, taking into account the situation/topic and target audience.
- Provides support to and coordinates outreach activities under the secretariat's campaigns on "Plastic is Forever", "Don't let it go to waste" and "Meeting the 2025 and 2028 PCBs deadlines".
- Organizes or participates in the organization of conferences, seminar, press briefings, interviews, etc. for the meetings of subsidiary bodies under the three conventions and the 2025 meetings of the Conferences of the Parties to the Basel, Rotterdam and Stockholm Conventions.
- Manages the regular activity in the BRS Secretariat's social media channel.
- Provides the secretariat function to the monthly meetings of the BRS Secretariat Communications Task Team.
- Coordinates the publication of the BRS Highlights newsletter.

- Other duties as assigned.

Output expectations

Provides well researched and sound analysis of issues and developments affecting programme /project development, administration and implementation, etc. Provides thorough, well- reasoned written contributions. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

Travel

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

Missions and costs of travel envisaged during second year of assignment: participation in the meetings of the Conferences of the Parties to the Basel, Rotterdam and Stockholm Conventions (approx. USD 5,000)

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

Training and Learning Elements

The JPO will receive “on-the-job” training and will also be provided access to other available training opportunities at the duty station, such as:

- United Nations training online; and training at the United Nations Office in Geneva (UNOG) Staff Center for Learning and Development.
- Completion of relevant UN mandatory training including training on the Performance Appraisal System;
- Performance and Career development Training courses provided by the UNOG
- Language courses (United Nations languages) offered by the UNOG Staff Centre for learning and development.
- Mentoring by senior staff.
- Orientation session on how to access trainings in the Secretariat;

Learning elements:

After one year the Junior Professional Officer is able to: draft press releases, media advisories and other information documents, including activity 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.

After two years the Junior Professional Officer is able to: assist in the coordination of meetings and outreach events organized by the Secretariat, organize press briefings,

identify barriers in internal processes and provide advice on how to overcome them. He/she will have improved reporting, organizational and evaluation skills including mastery of key elements of multilateral environmental policy 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 communications, journalism, international relations, public administration, 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 public information, journalism, international relations, public administration or related field is required. Experience working in a local or national setting 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 theories, concepts and approaches relevant to international environmental policy, including chemicals and waste management. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases.

Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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.