

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title	Associate Programme Management Officer
Office/division/MEA	Secretariat of the Basel, Rotterdam and Stockholm Conventions
Unit	Governance Branch
Location	Geneva, Switzerland
Duration	2 years

Background information on UN Environment Programme, the Secretariat of the Basel, Rotterdam and Stockholm Conventions, Governance 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 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 Governance Branch of the Secretariat of the BRS Conventions in Geneva, Switzerland. The Branch is responsible for governance aspects of the work of the Secretariat including the BRS conventions and bodies, legal issues, compliance, international cooperation, partnerships, synergies, gender, and institutional aspects of the Basel and Stockholm regional centres.

The Junior Professional Officer (JPO) will work under the supervision of the Programme Management Officer in the Legal and Policy Unit. The assignment involves supporting the Unit in coordinating the work of the Basel Convention Plastic Waste Partnership, in particular relating to the governance, policy and legal aspects of the Partnership workplan, and in supporting technical assistance and capacity building activities, both under the Partnership and within the wider Unit.

Why is the Junior Professional Officer requested/needed?

The aim of the position is firstly to support the Secretariat in coordination of the implementation of the workplan of the Plastic Waste Partnership. The Partnership comprises of 265 representatives from governments, the private sector and civil society entities, with the objective of reducing and, in the long-term, eliminating the discharge of plastic waste and microplastics into the environment. The Partnership's main modes of

operation include project group work, whereby the members collaborate to develop reports and briefings on topical issues related to the control of transboundary movements and environmentally sound management of plastic waste; pilot project implementation and other capacity building activities, whereby to date, over 40 projects have been selected for implementation; and cooperation and coordination activities, both within the Partnership and with external partners. The JPO would predominantly support both the project group work and pilot project implementation under the Partnership. Secondly, there are numerous activities in support of Parties' implementation of the Basel, Rotterdam and Stockholm conventions ongoing within the Legal and Policy Unit, both under the technical assistance plan of the Secretariat and in support of the work of compliance bodies, for which the JPO support would be required. This would involve drafting project documentation with implementing partners and reviewing outputs and outcomes of the various activities against previously agreed objectives.

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. Susan Wingfield

Title supervisor: Programme Management Officer

Unit supervisor: Ms. Juliette Kohler

Location supervisor: Mr. 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. Susan Wingfield

Title first appraising officer: Programme Management Officer

Unit first appraising officer: Secretariat of the Basel, Rotterdam and Stockholm Conventions, Governance Branch

Location first appraising officer: Geneva

Second appraising officer: Ms. Juliette Kohler

Title second appraising officer: Senior Legal Officer

Unit second appraising officer: Secretariat of the Basel, Rotterdam and Stockholm Conventions, Governance Branch

Location second appraising officer: Geneva

Duties, responsibilities and output expectations

Terms of reference

- Assists in the preparation, review and finalization of reports and briefing papers in accordance with the workplan of the Plastic Waste Partnership working group;
- In collaboration with implementing partners, drafts implementation plans, budgets and legal agreements for the implementation of pilot projects under the Plastic Waste Partnership and reviews the outputs and outcomes against previously determined objectives;
- Assists in the preparations of online consultations and physical meetings of the Partnership working group, including the preparation of agendas and drafting of meeting documents;
- Assists in the preparation of documents and reports for consideration by the Conference of the Parties and its subsidiary bodies, and provides Secretariat support to the meetings as required;
- Assists the Legal and Policy Unit in implementing activities under both the technical assistance plan of the Secretariat and in support of the work of compliance bodies, through drafting project documentation with implementing partners and reviewing outputs and outcomes of the various activities against previously agreed objectives;
- Performs other duties as assigned.

Output expectations

- High-quality materials and documents are produced by the Plastic Waste Partnership project groups;
- Implementation of pilot projects under the Plastic Waste Partnership in accordance with project documentation and budgets;
- Meetings and consultations of the Plastic Waste Partnership working group are prepared and organized effectively and efficiently;
- High-quality documentation for meetings of the Conference of the Parties and its subsidiary bodies is prepared in a timely manner and meetings are prepared and organized effectively and efficiently;
- Implementation of technical assistance and compliance-related activities of the Legal and Policy Unit in accordance with project documentation and budgets.

Travel

Missions and costs of travel envisaged during first year of assignment: participation in meetings of Plastic Waste Partnership working group and workshops related to LPU technical assistance and capacity building activities (approx. USD 10,000)

Missions and costs of travel envisaged during second year of assignment: participation in meetings of Plastic Waste Partnership working group and workshops related to LPU technical assistance and capacity building activities (approx. USD 10,000)

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

Training and Learning Elements

Training

- Orientation session on how to access training 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 multistakeholder partnerships, 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 training;
- Performance and Career development Training courses provided by UNOG;
- Language courses for the United Nations languages;
- Mentoring by senior staff.

Learning elements:

After one year, the Junior Professional Officer is able to prepare reports and briefings on topical issues related to the control of transboundary movements and the environmentally sound management of plastic waste; prepare project documentation related to pilot projects, technical assistance and compliance-related activities; and assist in the preparation of meetings of the Conference of the Parties, its subsidiary bodies and the Partnership. 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 review and finalise reports and briefings on topical issues related to the control of transboundary movements and the environmentally sound management of plastic waste; review and assess technical assistance and compliance-related outcomes against previously agreed objectives; draft meeting documentation on a variety of topics of relevance to the BRS Conventions. He/she will have acquired an understanding of the governance aspects of the implementation of chemicals and waste conventions. He/she will be able to contribute substantively to the development of activities and initiatives under the Legal and Policy Unit.

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 COP meeting and other documents, the Junior Professional Officer will improve his/her editing, drafting and reporting skills.

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 physical or environmental sciences, chemical safety, waste management, law, management 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.

Skills

Strong drafting skills; computer skills; ability to establish and maintain effective working relations within a multicultural working environment; excellent communication, planning and organizational skills.

Work 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.

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.

- **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.

- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- **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 audience; demonstrates openness in sharing information and keeping people informed.

Living conditions at duty station

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