

## STANDARD FORMAT FOR UNEP JPO REQUEST

### General Information

Post Title	Junior Liaison Officer
Office	New York Office
Unit	Secretariat of the Environment Management Group (EMG)
Location	Geneva, Switzerland
Duration	2 years

### Background information on UNEP and requesting Unit

The Environment Management Group (EMG) was established in 2001 by the United Nations General Assembly (resolution 53/242) as a UN inter-agency platform to support UNEP in furthering cooperation and coordination within the UN system on international environmental and human settlement agenda. EMG identifies issues on the agenda that warrant joint efforts, and finds ways of engaging its collective capacity to enhance coherent and coordinated action within the UN. The overall aim of these possesses are two-fold: to prepare UN system wide contributions in support of member states in addressing the environmental agenda and enhance sustainability in the work of the UN system at various levels in leading by example and enhancing its effectiveness, resource efficiency and credibility.

The EMG membership consists of specialized agencies, programmes and organs of the United Nations including secretariats of Multilateral Environmental Agreements. It is chaired by the Executive Director of the United Nations Environment Programme (UNEP) and supported by a secretariat provided by UNEP. EMG reports on its achievements to United Nations Environment Assembly (UNEA) and other intergovernmental bodies such as the Conference of the Parties of the Multilateral Environmental Agreements. It works closely with other UN interagency bodies, in particular the Chief Executives Board on Coordination (CEB) and its subsidiary committees.

The EMG operates through issue-based UN system inter-agency processes (Issue Management Groups) on environmental issues at programmatic, management and operational levels.

Current issues under consideration of the Group include: A UN common approach to a pollution free planet, advancing environmental and social sustainability in the UN System, Human Rights and Environment, the UN System-Wide Framework of Strategies for the Environment and a UN wide approach and support to the implementation of the post-2020 global biodiversity framework.

The EMG Secretariat is located in Geneva, Switzerland.

### Why is JPO requested/needed?

The JPO is needed to support the small EMG Secretariat in facilitating, coordinating and managing the work of the Issue Management Groups including preparation of the issue-based reports, organization of the IMG meetings and exchange of information among EMG members. The JPO will be also engaged in the preparation of the annual EMG Senior Officials Meetings (SOM) and the necessary follow up actions in implementation of the SOM decisions, working with and reporting to other interagency coordination mechanisms such as the CEB as well as intergovernmental processes such as the Multilateral Environmental Agreements, UNEA, the UN General Assembly and other relevant fora.

Given the validity of the EMG work plan and the average duration of EMG processes, the suggested duration of the JPO would be for 2 years with possible extension to 3 years. The EMG is expected to prepare a number of inputs on behalf of the UN system to respond to the UNEA Resolutions, the decisions of the EMG Senior Officials, the CEB, as well as other intergovernmental processes with relevance to the implementation of the 2030 Agenda. The JPO will be therefore engaged in preparations of these inputs and their follow-up.

## **Supervision**

Direct supervision by Ms. Jannica Pitkanen  
Title supervisor: Programme Management Officer  
Unit supervisor: EMG Secretariat  
Location supervisor: Geneva, Switzerland  
United Nations Environmental Management Group  
International Environment House  
11-13 Chemin Des Anemones, 1219 Châtelaine,  
Geneva, Switzerland  
Tel: +41 22 917 88 26  
Email: [jannica.pitkanen@un.org](mailto:jannica.pitkanen@un.org)

## **Content and methodology of the supervision**

The direct supervisor is aware of the need for support and professional development issues for JPOs and other new staff members to the EMG. As such, staff members under his supervision are provided with the following support:

### *Programme operations and management:*

- Weekly summary of progress submitted by project staff members and circulated among team members
- Programme meeting every 2 weeks with all associated staff to review progress and address any outstanding issues
- Project assessment report, including accomplishments and lessons learned, every 6 months
- Personal consultations to provide feedback and guidance as needed

### *PAS Process:*

Fully compliant with the PAS process, including discussions on work programme development, mid-year review, and final review, conducted on schedule. Provision of reference materials and listing of training opportunities available through UN and UNOG.

First appraising officer: Ms. Jannica Pitkanen  
Title first appraising officer: Programme Management Officer  
Unit first appraising officer: EMG Secretariat  
Location first appraising officer: Geneva, Switzerland

Second appraising officer: Mr. Hossein Fadaei  
Title second appraising officer: Head, EMG Secretariat  
Unit second appraising officer: EMG Secretariat  
Location second appraising officer: Geneva, Switzerland

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

Under the overall supervision of the EMG Programme Management Officer, the JPO will have the following duties and responsibilities<sup>1</sup>:

1. Support the coordination of the EMG Issue Management Groups (IMG) and Consultative Processes (CP), including on a pollution-free planet, human rights and the environment and the UN common approach to implement the 2020-2030 global biodiversity framework. This includes organizing IMG/CP meetings and facilitating exchange of information among IMG/CP members.
2. Support the preparation of EMG issue-based reports, including facilitation of review by EMG members and support in managing design and launch of these reports.
3. Support the organization and preparation of the mid-term and annual Senior Officials Meetings, including the preparation of meeting documents such as agendas, progress reports and minutes.
4. Support the further development of UN system wide strategy(ies) on the Environment.
5. Conduct research and support the EMG Secretariat in addressing issues related to the other areas of work.

### **Output expectations**

Interagency meetings and reports

### **Travel**

Provided that sufficient funds are available, the JPO might be sent on missions to attend EMG meetings or meet EMG focal points on working issues. Cost of these travels may be covered by the EMG Secretariat. In case of training opportunities, the EMG could facilitate attendance of the JPO at the relevant training course including those being held at the United Nations Office in Geneva. The JPO might also accompany the supervisor or other team members to a training session or coordination meeting organized for a specific project to familiarize herself/himself and to provide an on-the-job training opportunity. The JPO might also find opportunities to work for a period of time in premises of the EMG member organizations in or outside Geneva. Cost-sharing of such missions can be discussed between the EMG, the host agency and the supporting government of the JPO.

## **Training and Learning Elements**

### **Training**

The EMG Secretariat will facilitate the JPO's attendance at UNOG and UNEP training courses which includes various professional courses in six UN languages, E-Performance training,

---

<sup>1</sup> Depending on the mix of the qualifications of the candidate found, the EMG secretariat may emphasize some elements of this ToR versus others.

computer programs and other relevant training courses organized by UNOG or UNEP. The JPO will also receive information and training on the EMG and will be familiarized with its background, recent developments, methods of work and recent meetings, UN interagency cooperation on the environment, the international and legal aspects of environmental issues including the debates on international environmental governance, sustainable management, the work of the MEAs and the reform of the environment and sustainable development governance.

The JPO might also find opportunities to attend trainings in one of the EMG member organizations. Cost-of such training can be shared between the EMG, the host agency and the supporting government of the JPO.

*Learning elements:*

After one year, the JPO is familiar with the work of the UN system in particular the dynamics and modus operandi of the EMG, UN inter-agency protocols and meetings and the environmental profiles, contact persons and capacities of the UN system. The JPO learns about emerging environmental challenges that the UN is tackling, becomes familiar with UN rules, regulations and project formation and learns the basics of one UN language other than his/her working language.

After two years the JPO is able to organize inter-agency issue-based groups, prepare draft documents and reports by applying a UN language, present draft reports and concept notes to the issue management groups, organize side events in the margins of the intergovernmental processes, prepare project documents and reports on performance and evaluations and speaks a new UN language fairly well.

After three years (if applicable) the JPO has ameliorated the knowledge and performance on the functions she/he has taken during the last two years. The JPO can take over the coordination of one of the specific EMG Issue Management Groups. A good performance could provide him/her with opportunities to continue working within the UN system on environmental or sustainable development issues.

**Qualifications, skills and experience**

*Education:*

Advanced university degree (master's degree or equivalent) in environmental science or policy. Candidates with complimentary knowledge or experience on the work of the United Nations and international environmental affairs are preferred.

*Work experience:*

At least two years of relevant working experience in the field of environment preferably related to international environmental governance. Familiarity with environmental management and any coordination/facilitation experience or ability would be an asset. Prior experience at the international level is advantageous.

General knowledge of the UN system, the UN specialized agencies and programmes, Multilateral Environmental Agreements and International processes related to environment and sustainable development.

*Languages:*

English and French are the working language of the United Nations Secretariat. For this post fluency in oral and written English with ability to undertake editing tasks with accuracy is required.

*Skills:*

Computer skills, drafting/writing skills and ability to establish and maintain effective working relations within multicultural working environment is required.

Strong interpersonal skills and ability to establish and maintain effective working relations with EMG staff and focal points.

Ability to work in a team, excellent communication skills and ability to react to changes at short notice are required.

**Competencies:**

1. Ability to organize and to adapt own schedule to observe deadlines
2. Ability to work effectively within a multicultural working environment with tact and professionalism, and dedication towards achieving the overall team goals and objectives
3. Based on technical background, ability to conduct problem analysis to develop and implement solutions that are both technical and policy-relevant

**Living conditions at duty station**

No special considerations necessary