



## Job Opening

**Posting Title:** PROGRAMME MANAGEMENT OFFICER, P3  
**Job Code Title:** PROGRAMME MANAGEMENT OFFICER  
**Department/ Office:** United Nations Environment Programme  
**Duty Station:** BONN  
**Posting Period:** 11 June 2018-10 July 2018  
**Job Opening number:** 18-PGM-UNEP-97332-R-BONN (X)  
**Staffing Exercise ID:** N/A

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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### Org. Setting and Reporting

The United Nations Environment Programme (UN Environment) 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. Established in April 2012, the Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES) is an independent intergovernmental body, which has a membership of over 100 Governments (see [www.ipbes.net](http://www.ipbes.net)) and seeks to respond to the needs of governments and other stakeholders to strengthen the science-policy interface on biodiversity and ecosystem services. UN Environment provides the secretariat for IPBES. This post is located in UN Environment's Science Division at the Bonn Duty Station. Under the direct supervision of the Head, IPBES work programme, the incumbent will be responsible for the following functions:

### Responsibilities

1. Support the overall coordination and delivery of the IPBES work programme as approved by the IPBES Plenary, supporting the Multidisciplinary Expert Panel (MEP), and any other subsidiary bodies or structures established by the Plenary to ensure that deliverables are met within the specific timeline and budget indicated by the Plenary.
2. Provide technical and scientific support to the deliverables in the IPBES work programme, with a specific focus on the coordination of the IPBES assessments.
3. Provide substantive backstopping to IPBES meetings and workshops (in particular meetings related to the IPBES assessments), including developing agendas, identifying participants, preparation of background research and documents, meeting reports and presentations, etc.
4. Support the outreach activities, including ensuring that up-dated information on the IPBES work programme and related processes are available on the IPBES website in a timely manner.
5. Support the organization of IPBES Plenary sessions and IPBES Bureau and MEP meetings, in particular by writing information and working documents for those meetings.
6. Support the coordination of IPBES stakeholder engagement and partnership activities related to the implementation of the work programme.
7. Coordinate activities related to the work programme budget and legal agreements (programme/project preparation and submissions, progress reports, financial statements, among others) and prepares related documents/reports (pledging, work programme, programme budget, among others).
8. Support the monitoring and evaluation work of the Platform as advised by the Plenary.
9. Perform other related duties as required.

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## Competencies

**PROFESSIONALISM:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. 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 results; is motivated by professional rather than personal concerns; 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 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.

## Education

Advanced university degree (Master's degree or equivalent) in business administration, environmental science, geography, social sciences, economics or a related field is required. A first-level university degree in combination of two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## Work Experience

A minimum of five (5) years of progressively responsible experience in project or programme management or a related area is required, and if in an international setting, it's an added advantage. Experience in planning and organizing international events and/or conferences is desired.

## Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

## Assessment

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

## Special Notice

This is a project post available for one year. Please note that extension of the appointment is subject to extension of the mandate and/or the availability of the funds. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

## United Nations Considerations

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According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

#### **No Fee**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.**

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