

Posting Title : ASSOCIATE KNOWLEDGE MANAGEMENT OFFICER  
(PROJECT POST), P2  
Job Code Title : ASSOCIATE KNOWLEDGE MANAGEMENT OFFICER  
Department/ Office : United Nations Environment Programme  
Location : BONN  
Posting Period : 28 September 2015-4 November 2015  
Job Opening number : 15-Information Management-UNEP-44573-R-BONN (E)

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

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### **Special Notice**

Appointment against this post is for an initial period of one year and may be subject to extension. 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. 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.

### **Org .Setting And Reporting**

UNEP 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 Division of Early Warning and Assessment (DEWA) provides timely, scientifically credible, policy-relevant environmental analyses, data and information for decision-making and action planning for sustainable development. It monitors, analyzes and reports on the state of the global environment, assesses global, regional and national environmental trends and provides early warning of emerging environmental threats. The Division works closely with a large number of partners and collaborating centres in all regions of the world, and has established functional networks for data, information, assessments and capacity development. Established in April 2012, the Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES) 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. Members of the Platform have agreed that the secretariat of the Platform will be

located in Bonn, Germany. This position is located at UNEP/DEWA, at the Bonn duty station. Under the supervision of a Programme Officer, the incumbent will perform the following:

### **Responsibilities**

- Coordinates activities related to the Platform's central database and the data sharing tools and related ICTs to ensure high standards accessibility, relevance and accuracy by:
  - (a) Establishing, managing and maintaining a database of all relevant data of the Platform; such as applications of nominees to IPBES deliverables; (b) Collecting, analyzing and presenting statistical data and other information gathered from diverse sources; (c) Developing relevant database applications to support the effective implementation of the work programme of the Platform; (d) Coordinating the sharing of files with relevant actors, e.g. other secretariat staff, technical support units, MEP and Bureau members, experts, IPBES members, other stakeholders etc.; (e) Providing technical support to those using these database applications and file sharing tools.
- Provides substantive support to the effective implementation of the Platform's work programme by:
  - (a) Managing and maintaining a project management tool monitoring and evaluating the implementation of the work programme and other key activities of the Platform; (b) Monitoring and analyzing specific aspects of programme/project development and implementation, identifying problems and issues to be addressed, recommending corrective actions and tracking follow-up actions; (c) Co-ordinating the development and facilitation of means of online meetings and web-based discussion processes amongst relevant actors, e.g. technical support units, MEP and Bureau members, and experts.
- Provides administrative and substantive support to the planning and coordination of the Platform's main meetings, i.e. Plenary sessions and MEP and Bureau meetings by:
  - (a) Maintaining an up-to-date overview of logistical arrangements, relevant costs and deadlines and acting as focal point for suppliers; (b) Providing suggestions on key activities/events related to the strategic areas of the work of the Platform; (c) Participating and reporting on the outcomes of the meetings.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc. by:
  - (a) Providing review and analysis based on information provided by the database of all relevant data of the Platform; (b) Providing review and analysis based on information provided by the project management tool monitoring and evaluating the implementation of the work programme and other key activities of the Platform.
- Perform other relevant duties as assigned.

### **Competencies**

- **Professionalism:** Ability to apply various United Nations administrative rules and regulations in work situations. Conceptual analytical and evaluative skills to conduct independent research and analysis. Ability to identify issues, formulate opinions, make conclusions and recommendations. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Shows pride in work and in achievements; 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.
- **Planning and 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. • Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. • Technological Awareness: Keeps abreast of available technology; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

## **Education**

Advanced university degree (Master's degree or equivalent) in environmental science, environmental engineering, environmental policy development, information systems and/or other relevant disciplines. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

## **Work Experience**

A minimum of two (2) years' of progressively responsible experience in project/programme management, data management, environmental science, environmental engineering, environmental policy development and/or other relevant disciplines, preferably in the United Nations, is required.

## **Languages**

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 other UN official languages is desirable.

## **Assessment Method**

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

## **United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). 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 At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage. Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (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.