

Job Title : ASSOCIATE ADMINISTRATIVE OFFICER (Project Post),
P2
Department/ Office : United Nations Environment Programme
Location : BONN
Posting Period : 19 November 2013-19 December 2013
Job Opening number : 13-ADM-UNEP-31573-R-BONN (X)

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

Org .Setting And Reporting

The United Nations Environment Programme (UNEP) is the United Nations systems 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. UNEP's Division of Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. Established in April 2012, the Intergovernmental Platform on Biodiversity and Ecosystem Services (IPBES) has a membership of over 100 Governments (see 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. The IPBES Associate Administrative Officer will report to the IPBES Senior Programme Officer and will be responsible for the following functions:

Responsibilities

1. Provides administrative support to the overall coordination of the IPBES work programme as approved the IPBES Plenary.
2. Provides administrative support to IPBES members and other stakeholders, the IPBES Bureau and Multidisciplinary Expert Panel, and any other subsidiary bodies established by the Plenary to support the implementation of the IPBES work programme.
3. Contributes to the preparation of meetings of the Platform e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
4. Provides supports to outreach activities, including maintenance of IPBES accounts on social networking sites, the IPBES web site, and secretariat email addresses.
5. Liaises with administrative processes that require attention for the effective functioning of the IPBES Secretariat in Bonn.
6. Provides administrative support to the organization of IPBES Plenary sessions and IPBES Bureau and MEP meetings.
7. Provides administrative support to the organization of expert workshops as requested by the Plenary.
8. Supports preparation and

monitoring of the IPBES budget, and preparation of related documents/reports (pledging, work programme, programme budget, etc.).9.Performs other duties as required.

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. **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology. Knowledge on and experience in management of social networking services accounts is a plus.

Education

Advanced university degree (Master's degree or equivalent) in business administration, management, economics or a related field. A first-level university degree in combination with two years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of progressively responsible experience in project/programme management, administration or related area. (No experience is required for candidates who have passed the United Nations National Competitive Recruitment Examination).

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.

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. 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. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

United Nations Considerations

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.

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.