

Job Title : PROGRAMME ASSISTANT, G5
Department/ Office : United Nations Environment Programme
Location : BONN
Posting Period : 5 July 2013-4 August 2013
Job Opening number : 13-PGM-UNEP-28859-R-BONN (E)

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. The post is located in DEPI in the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) Secretariat administered by the United Nations Environment Programme, the Programme Assistant will report to the IPBES Communications and Stakeholder Engagement Officer.

Responsibilities

The incumbent will perform the following duties. 1. Assist in the development and implementation of communication strategy of IPBES. 2. Support the implementation of the IPBES communications and outreach efforts. 3. Support the management and maintenance of the IPBES website, including compile, summarize and presents basic information on IPBES activities and related topics or issues. 4. Support IPBES stakeholder engagement with relevant IPBES structures and partners. 5. Assist to evaluate results and impact of the IPBES communication and outreach activities and stakeholder's engagement and compile reports on progress. 6. Provide general office assistance, respond to information requests and inquiries, review, log and route incoming correspondence, set up and maintain records, organize meetings, workshops and handle routine administrative tasks. 7. Provide training/guidance to new/junior staff. 8. Perform other related duties as assigned.

Competencies

• **Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to work well with figures, undertake basic research and gather information from standard sources. Demonstrated ability to apply good judgment in the context of assignments given. 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. • **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. • **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.

Education

Completion of secondary school education is required. Supplemental course in Office administration, office management, project management or other related field desirable.

Work Experience

A minimum of five years of experience in administration relating to outreach and communication, stakeholder engagement, technical cooperation or related area. Experience with website maintenance.

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 official United Nations Language is an advantage.

Assessment Method

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

Special Notice

This position is open for recruitment for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. The candidate is responsible for any travel expenses incurred to take-up the appointment. Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. 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.

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.