

Job Title : PROGRAMME MANAGEMENT OFFICER (Project Post),  
P4  
Department/ Office : United Nations Environment Programme  
Location : BONN  
Posting Period : 5 March 2014-4 April 2014  
Job Opening number : 14-PGM-UNEP-33610-R-BONN (E)

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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 (UNEP) is the United Nations system's 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 Early Warning and Assessment (DEWA) is responsible for analyzing the state of the global environment, providing early warning information and assessing global and regional environmental trends to catalyze and promote international cooperation and action on the environment. 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.

### **Responsibilities**

Work with the IPBES Multidisciplinary Expert Panel and Bureau to support overall coordination of the IPBES work programme as approved the IPBES Plenary, ensuring that the deliverables are met within the specific timeline and budget indicated by the Plenary; ensure regular communication with members of the Platform and other stakeholders, the Bureau and Multidisciplinary Expert Panel and any other subsidiary bodies established by the Plenary to support the implementation of the IPBES work programme; monitor overall implementation of the work programme, and of individual deliverables and work of the subsidiary bodies; organize and prepare written outputs, draft background papers, analysis, sections of reports and studies, inputs to publications; provides substantive backstopping to consultative and other meetings and conferences to include proposing agenda topics, identifying participants, preparation of documents and presentations; support outreach activities; facilitate training workshops and seminars; makes presentations on assigned topics/activities; oversee the provision of technical support to working groups or other

structures established for the implementation of the IPBES work programme; leads and/or participates in expert workshops as requested by the Plenary to support the implementation of the work programme; coordinate activities related to work programme budgeting (programme/project preparation and submissions, progress reports, financial statements and prepares related documents/reports); supervise and provide guidance to staff in the Secretariat and any distributed technical support functions working on the IPBES work programme; perform 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 conduct data collection using various methods. 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. **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 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.

## **Education**

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

## **Work Experience**

A minimum of seven years of progressively responsible experience in programme management or planning economics and/or environmental sciences is required. Experience with working with key IPBES stakeholders (scientific community, civil society

organizations, UN Agencies, Multilateral Environmental Agreements, private sector and donors, etc.) in an international setting is 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. Working knowledge of another UN language 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**

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.

### **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.