



CONSULTANCY JOB OPENING

(Issue date: 16/05/2014)

VACANCY NOTICE NO.:	NA-14-48
ORGANIZATIONAL LOCATION:	DEPI Division
DUTY STATION:	BONN
FUNCTIONAL TITLE:	Technical Support Officer to the IPBES Work Programme Thematic Assessment on Pollination – P-3 Level
DURATION:	1 year (with possibility of extension)
CLOSING DATE:	29/05/2014

Organizational Setting

Background:

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. This post is located in UNEP/DEPI at the Bonn duty station.

The Intergovernmental Platform on Biodiversity and Ecosystem Services was established on 21 April 2012, in Panama City as an independent intergovernmental body. To date IPBES has 118 members. The second session of the Platform's Plenary was held from 9 to 14 December 2013 in Antalya, Turkey and adopted a 5 year work programme for the period 2014 – 2018. UNEP is administering the Secretariat based in Bonn, Germany. As part of the secretariat functions, the IPBES work programme includes a number of deliverables to be implemented between 2014 and 2018 (Ref: meeting report and decisions from the second session of the Platform's Plenary – Document IPBES/2/17).

The project is a contribution to the approved UNEP Programme of Work, under the UNEP Ecosystem Management Sub Programme and Expected Accomplishment (EA): Strengthening capacity of countries and regions to realign their environmental programmes to address degradation of selected priority ecosystem services. The project will further contribute to the following output: Support provided to member states to use science to inform policy in managing of biodiversity and ecosystem services for sustainable development.

DUTIES AND RESPONSIBILITIES

Under the supervision of Executive Secretary of the IPBES Secretariat the consultant will be part of the IPBES Secretariat responsible for supporting the implementation of the IPBES work programme 2014 – 2018, and in particular coordinating Deliverable 3(a) thematic assessment on pollination. He or she will also support the day-to-day activities of the IPBES Secretariat. He/She will contribute to the completion of the following duties:

- a. Work with the relevant IPBES Multidisciplinary Expert Panel and Bureau to support the

- coordination of the deliverable, ensuring that the deliverable is met within the specific timeline and budget indicated by the Plenary.
- b. Ensure regular communication with relevant members of the Platform and other stakeholders, the Bureau and Multidisciplinary Expert Panel, Report Co-Chairs and Coordinating Lead Authors, Lead Authors and other members of the expert group on pollination, to support the implementation of the deliverable.
 - c. Oversee and monitor the overall implementation of the deliverable and the work of the pollination expert group.
 - d. Lead and/or participate in meetings to support the implementation of the deliverable.
 - e. Coordinate and support the peer review process for the deliverable.
 - f. Organize and prepare written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to web site and publications, etc. as necessary.
 - g. Support outreach activities related to the deliverable, including the publication process and launch in close collaboration with the IPBES Outreach and Stakeholder Engagement Officer.
 - h. Provide a report on the lessons learnt from the implementation of the deliverable to feed into revision of deliverable 2(a) guide for assessments and other relevant work programme deliverables.
 - i. Available and willing to travel regularly to international meetings.

COMPETENCIES

- **Professionalism:** Knowledge of IPBES Secretariat. Strong analytical skills and ability to conduct research on a range of issues, including those of a unique and/or complex nature. Ability to work to tight deadlines and handle multiple concurrent projects/cases. 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.
- **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.

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent) in biodiversity or environment related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of six years of working years with at least three years of experience in working with international organizations and project management is required.

Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

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.

Other skills: Experience with the UN system especially on communication of complex international environmental management issues is an asset.

Preference will be given to equally qualified women candidates.

All applications to be sent to the following address on or before the deadline of NA-14-48. Applicants should send a completed United Nations Personal History form (available at <http://www.unon.org/docs/P11.doc>) or Personal History Profile together with a covering letter of one to two pages summarizing how they meet the requirements of the job to:

e-mail: anne.ogoti@unep.org and copy to
michael.wamache@unep.org

UN staff members must submit scanned copies of their two latest Performance Appraisal System (e-PAS) reports at the time of application to the email address above.

**PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-14-48
(Applications without Correct Vacancy Number will not be Considered)**

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.

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