

Posting Title : ASSOCIATE ADMINISTRATIVE OFFICER, P2  
Job Code Title : ASSOCIATE ADMINISTRATIVE OFFICER  
Department/ Office : United Nations Environment Programme  
Location : ATHENS  
Posting Period : 28 February 2020-12 April 2020  
Job Opening number : 20-ADM-UNEP-131486-R-ATHENS (X)  
Staffing Exercise : N/A

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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 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. UNEP's Ecosystems Division works with international and national partners, providing technical assistance and advisory services for the implementation of environmental law and policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. The Mediterranean Action Plan (MAP) is one of the UNEP's Regional Seas Programs encompassing a comprehensive system of activities for the protection and sustainable development of the Mediterranean region based on the Convention for the Protection of the Marine Environment and the Coastal Region of the Mediterranean and its Protocols (the Barcelona Convention). The Convention involves the 21 countries bordering the Mediterranean Sea as well as the European Union. Every six years the Contracting Parties to the Barcelona Convention adopt a Medium-Term Strategy (MTS) and every two years a Programme of Work (PoW) which is supported through the Mediterranean Trust Fund (MTF) and external resources, in line with the MAP Resource Mobilization Strategy. This post is located in UNEP/MAP (Barcelona Convention) at the Athens duty station. Within delegated authority, under the direct supervision of the UNEP/MAP Deputy Coordinator and in close collaboration with the UNEP/MAP Fund Management Officer, the Associate Programming/ Administration Programme Officer will be responsible for the following duties:

### **Responsibilities**

- Works with the Contracting Parties and UNEP/MAP Components to facilitate the development, implementation and evaluation of assigned programmes/projects, etc.; monitors

and analyzes specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.

- Provides programmatic support to the UNEP/MAP Barcelona Convention Secretariat for the preparation, implementation and monitoring of result-based MAP PoW, according to the MTS and other relevant COP Decisions, taking into account global developments.
- Provides support to the UNEP/MAP Barcelona Convention Secretariat for the preparation of Project Documents with all MAP Components operationalizing the PoW adopted by the Contracting Parties.
- Contributes to the monitoring of implementation of the PoW Project Documents from a programmatic and financial reporting perspective, as well as of legal instruments with other Partners.
- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging development issues and trends, participation in impact evaluation or equivalent studies, etc.
- Assists in performing consulting assignments, in collaboration with the Contracting Parties and MAP Components, by planning facilitating workshops, and through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Participates in survey initiatives; issues data collection tools, reviews, analyzes and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of training workshops, seminars, etc.; participates in and makes presentations on assigned topics/activities.
- Participates in field missions, including provision of substantive and administrative support, data collection, etc.
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other related duties as required.

### **Competencies**

**PROFESSIONALISM:** Knowledge and understanding of theories, concepts and approaches relevant to programmatic and management issues. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**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 management, law or a related field is required. A first-level university degree in combination with two (2) additional years of relevant work 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, administration or related area is required.

Work experience in the Mediterranean region on projects related to marine and coastal environment is desirable.

Work experience in project/programme development, elaboration, implementation, monitoring and evaluation is highly desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English is required. Working knowledge of French is highly desirable. Knowledge of another UN official language is an added advantage.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **Special Notice**

Appointment against this post is for an initial period of one year and may be subject to extension. Please note that extension of the appointment is subject to a satisfactory performance review, extension of the mandate and/or the availability of the project 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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 email 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.

Internal Applicants – when completing the PHP, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you.

Pursuant to section 7.11 of ST/AI/2012/2/ Rev.1, candidates recruited through the young professionals programme who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position.

Individual contractors and consultants who have worked within the UN Secretariat in the last six months, irrespective of the administering entity, are ineligible to apply for professional and higher temporary or fixed-term positions and their applications will not be considered.

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of

the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. 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 Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (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.