

Job Opening

Posting Title:	PROGRAMME MANAGEMENT OFFICER (Project Post), P3
Job Code Title:	PROGRAMME MANAGEMENT OFFICER
Department/Office:	United Nations Environment Programme
Duty Station:	NAIROBI
Posting Period:	21 February 2020 - 21 March 2020
Job Opening Number:	20-Programme Management-UNEP-130697-R-Nairobi (E)
Staffing Exercise	N/A



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. This position is located in UNEP's Science Division which 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.

Under the overall direction of the Chief of the Capacity Development and Innovation Branch and direct supervision of the Head of Sustainable Development Goals (SDGs) and Environment Statistics Unit, the incumbent will contribute substantively to the work related to dissemination and uptake of the global SDG indicator methodologies through targeted capacity development for key SDG indicators at the national and regional level, integrated analysis of progress towards agenda 2030; and tracking progress on the voluntary commitments towards a Pollution-Free Planet. The Division works closely with a large number of partners and collaborating centres in all regions of the world, and has established functional networks for data, information, assessments and capacity development. The incumbent will be responsible for the following duties:

Responsibilities

- Participates in the development, implementation and evaluation of assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Researches, analyzes and presents data and information gathered from diverse sources, including data visualization and analysis:
 - a) Coordinates the development of indicators and analysis on pollution, towards a Pollution-Free Planet.
 - b) Organizes, design, plan and carry out the collection, evaluation, analysis, compilation and dissemination of statistical data related to pollution.
- Assists in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies:
 - a) Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
 - b) Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.

Accessibility

- Coordinates activities related to budget and funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

Competencies

- **PROFESSIONALISM:** Knowledge and understanding of environmental related issues or environmental statistics and analysis in particular. Ability to deliver oral presentations to various audiences. Ability to produce a variety of written communications products in a clear, concise style. Ensure that project outputs maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced meet required standards before completion to ensure they comply with the relevant mandates. 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.
- **TEAMWORK:** Demonstrated team building and team leadership skills. Ability to work collaboratively with colleagues and to establish and maintain effective working relationships with team members of different nationalities and cultural backgrounds, in order to achieve organizational goals; works collaboratively with colleagues to achieve organizational goals; places team agenda before personal agenda; 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.
- **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 statistics, environmental, or social sciences, environmental management or related field is required. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five (5) years of progressively responsible experience in project or programme management in the context of information management and complex socio-economic settings, is required. Experience in working on projects operating at the science-policy interface, is desirable.

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

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

Special Notice

This position is open for recruitment for an initial period of one year and may be subject to extension depending on availability of 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.

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