



United Nations Environment Programme

برنامج الأمم المتحدة للبيئة • 联合国环境规划署
PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE
ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

Finance Initiative

Innovative financing for sustainability

European Task Force & Industry Commission Support – Consultant United Nations Environment Programme Finance Initiative

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

ORGANIZATIONAL LOCATION:	United Nations Environment Programme Finance Initiative
DUTY STATION:	Geneva, Switzerland
FUNCTIONAL TITLE:	Coordinator
DURATION:	11 months beginning 1 March 2012 (with possibility of renewal)
CLOSING DATE:	31 st January

About UNEP FI

The United Nations Environment Programme Finance Initiative (UNEP FI) is a unique global partnership between the United Nations Environment Programme (UNEP) and the global financial sector.

UNEP works with nearly 200 banks, insurers and investment firms to understand the impacts of environmental, social and governance issues on financial performance and sustainable development. Through its Industry Commissions, Thematic Groups and Regional Task Forces, UNEP FI carries out its mission to identify, promote, and realise the adoption of best environmental and sustainability practice at all levels of financial institution operations.

About the Industry Commissions

Through its Industry Commissions, UNEP FI works with its members to address and mainstream sustainability issues in the specific operational reality of the three core finance sector industries: Banking, Investment, Insurance. The Commissions determine and deliver UNEP FI's work programme directly through the Regional Task Forces so as to ensure local/global relevance.

About the European Task Force

Through its Regional Task Forces, UNEP FI works with its members to disseminate and contextualise sustainable financial best practice in five geographical areas: Africa & the Middle East, Asia-Pacific, Europe, Latin America, North America.

The European Task Force works with a network of regional partners to disseminate, promote and communicate UNEP FI's work across the region, and deliver specific projects such as tools, research and workshops, all with the aim of driving sustainability and responsible investment throughout European financial institutions. The European Task Force works with local partners to deliver a range of events to raise awareness of social and environmental risks and opportunities for the financial sector as well as training workshops for financial institutions in the region.

Further activities of the Task Force include: Network-building for information and best practice sharing between financial institutions and with key stakeholders; awareness-raising and dissemination of UNEP FI industry and thematic outputs; capacity-building through workshops and online training courses.

Core Responsibilities

In line with the work programme delivered during the UNEP FI Annual General Meetings and approved by UNEP, the consultant will carry out the following core responsibilities integral to the work of UNEP FI with its signatories and

partners in Europe under the direct supervision of the Industry Commission Coordinators, primarily the Banking Commission Coordinator, and the overall direction of the Head and Deputy Head of UNEP FI.

Tasks and responsibilities include:

- *Programme Support:* stimulating involvement of European members in defining and delivering UNEP FI projects (consultations, surveys, training, special fora, etc.), identifying and delivering complementary activities specifically for the region if/as necessary. Working closely with one or more Industry Commission Coordinators in the overall development and delivery of one or more project(s).
- *Training Workshops:* coordinate delivery of capacity building workshops (within UNEP FI's Banking & Sustainability Training Programme), especially in Central & Eastern Europe.
- *Membership communications:* stimulating exchange and learning between current members, as appropriate, liaison/coordination with/of several sub-regional/national groupings.
- *Outreach:* Disseminating information about the Initiative's projects and activities to the regional financial sector, including recruiting financial institutions to expand the reach of the initiative in key markets in this region. Assist in building and maintaining strategic partnerships with key stakeholders, especially EU policymakers and regulators, but also other international/multilateral organisations, non-governmental organisations, industry initiatives and associations, and academia. Fund-raising with relevant institutions in the region.

Qualifications & Experience

Skills & knowledge – Proven knowledge in the fields of sustainable finance and the environment; knowledge/experience of the European context; ability to cope with and manage multiple projects and activities in an organised and timely manner; proven conceptual, analytical and evaluative skills; excellent communication (spoken and written) skills, including the ability to draft and edit a variety of materials (reports, studies, communication materials, etc.); ability to work independently.

Experience – At least 2 years of experience in international organisations, the financial services sector, private sector or NGOs examining the intersection between environmental sustainability and finance.

Academic background – Postgraduate degree in economics, finance, environmental studies, international relations, business administration or related fields.

Languages – English is the working languages of UNEP FI. For this post, fluency in oral and written English as well as in Russian is essential. Fluency in other European languages, especially French and German, is highly desirable.

If you are interested in applying for this position please send your CV and a Cover Letter to [recruitment\[at\]unepfi.org](mailto:recruitment@unepfi.org). At least one of these should be in a language other than English (as per language requirements listed above).

Please ensure that you attach your cover letter as a separate document, rather than in the e-mail body.
