

Posting Title : PROGRAMME MANAGEMENT OFFICER, P4  
Job Code Title : PROGRAMME MANAGEMENT OFFICER  
Department/ Office : United Nations Environment Programme  
Location : GENEVA  
Posting Period : 21 August 2015-20 October 2015  
Job Opening number : 15-PGM-UNEP-44008-R-GENEVA (E)

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

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### **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. 1. 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. 2. 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.

### **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. The overall objective of the UNEP's Division of Technology, Industry and Economics (DTIE) is to encourage decision makers in government, local authorities and industry to develop and adopt policies, strategies and practices and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices and other tools that assist in environmentally sound decision making and the building of corresponding activities (<http://www.unep.fr/>). The position is located in the Division of Technology, Industry and Economics (DTIE), Economics and Trades Branch at the Geneva duty station, under the supervision of the Head, UNEP Finance Initiative.

### **Responsibilities**

The incumbent will be responsible for the following:- a) Coordinate the effective implementation of the UNEP Finance Initiative (UNEP FI)'s Signatory and Partnership Programme by:- 1. Lead the planning, development and submission of the signatory and partnership strategy and programme in line with the overall strategic and programmatic developments of UNEP FI. 2. Provide supervision to UNEP FI's regional and national coordinators and ensure that the programme is implemented and completed in line with the global programme proposal. 3. Regularly monitor implementation progress and performance and possible implementation risks, promptly inform management of any significant risks and propose risk mitigation measures. 4. Coordinate the progress and financial reports to signatories/partners/donors. 5. Manage the project documents, budgets and legal agreements related to signatory relations and strategic partnerships. 6. Oversee the inputs to the UNEP FI's reporting lines and report on progress. 7. Identify opportunities for up-scaling of the programme and contribute to related fund raising efforts. b) Supervise the UNEP FI regional coordinators and coordinate engagement with UNEP FI signatories:- 1. Assessing the views of the UNEP FI membership and ensure that programme activities are responsive to their needs. 2. Recruit new members to expand the reach of the initiative in key markets and geographies. 3. Stimulate involvement of members in defining and delivering UNEP FI projects. 4. Stimulate exchanges and learning between current members, liaison/coordination with/of several sub regional/national groupings. 5. Stimulate participation in UNEP FI's Annual General Meeting and coordinate regional gatherings as appropriate. 6. Identify and deliver complementary activities for the regions through close collaboration with Industry Commission Coordinators and Thematic advisory groups. 7. Coordinate the programme's global communication and outreach strategy and oversee the development of communication material in consultation with the UNEP FI Communications Officer. 8. Coordinate the delivery of regional workshops and events that contributes to the awareness raise around Sustainable Finance in the regions. c) Identify, build and maintain strategic partnerships with key stakeholders, such as policymakers, regulators, and other international/multilateral and non-governmental organisations, industry initiatives and associations and academia to advance the dialogue around Sustainable Finance. d) Identify and foster potential linkages with relevant UNEP regional offices, its international partners and centers of excellence. e) Perform any other duties as assigned.

## **Competencies**

•**Professionalism:** Substantive knowledge in sustainable finance is required. 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 & 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. •Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

### **Education**

Advanced university degree (Master's degree or equivalent) in economics, finance, law, environmental management, sustainable development or a related area. A relevant 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 seven years of relevant experience in international development, project development and supervision or management in the environmental field or in finance field is required. Experience in sustainable finance/responsible investment/sustainable insurance is also required for the post. Knowledge and work experience at the international level in particular with the UN system is an asset.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and oral English is required. Chinese or Spanish would be an asset. Working knowledge of other UN official languages is desirable.

### **Assessment Method**

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

### **United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. 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. Applicants are urged to follow carefully all instructions available in the online

recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of inspira account-holder homepage. Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at midnight (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.