



## TEMPORARY JOB OPENING ANNOUNCEMENT

**P3**

TJO Grade Level<sup>1</sup>

**Programme Officer**

Functional Title

**Economy Division/Resources&Markets/UNEP Finance Initiative**

Department/Office/Division/ Service/Section

**Management and Operational Support**

**Economic and Social Development**

Job Network and Job Family

**15/08/2017**

Deadline  
(DD/MM/YYYY)

Duty Station: **Geneva**

Estimated Start Date: **01/11/2017**

Duration of need: **12 months**

Open to External Candidates? YES  NO

### **DUTIES AND RESPONSIBILITIES**

#### **ORGANISATIONAL SETTING AND REPORTING:**

Organisational setting and reporting relationships:

This position is located in the UNEP Finance Initiative Unit of the Resources and Markets Branch in the Economy Division in Geneva. The focus of the job is the implementation, monitoring and evaluation of the programme, operations and activities in the assigned functional area. The Programme Officer, under the day to day supervision of the Head of the Finance Initiative and in close coordination with the Programme Lead for Ecosystems, will be responsible for the development, implementation and evaluation of assigned activities for the Finance Initiative's Thematic Work on Ecosystems, including Sustainable land use and REDD+ activities.

#### Responsibilities:

Under the direct supervision of the Head of the Unit, the officer will support UNEP's work on the Finance Initiative. The officer will be responsible for the following duties:

- **Technical expertise:** In close liaison with the Ecosystems Lead, provide technical expertise on the design, development and implementation of technical tools for the finance sector, including but not limited to Excel-based tools that identify and integrate natural capital-related risks and opportunities into financial decision making across different asset classes; contribute to the incubation, development and design of innovative methods to measure the effects of environmental resource variability on the value of financial assets.
- **Programme management:** In close liaison with the Ecosystems Lead support development, delivery and evaluation of programmed work: (i) Integrating ecosystems-related dependencies and impacts into financial sector analysis (ii) Sustainable land use and deforestation, including work on the UN-REDD Programme Private Sector and Finance Project, and removing deforestation from soft commodity supply chains. This includes the review of relevant documents and reports; identification of problems and issues to be addressed and propose corrective actions; liaising with the national REDD focal points, UNDP, FAO and other relevant stakeholders on issues related to private sector engagement and finance for REDD+; identify and track follow-up actions on priorities for REDD+ private sector engagement and finance; lead implementation of GEF projects related to sustainable land use; supervise consultants engaged to support delivery of programmatic work, where relevant.
- **Member relations:** In close liaison with the Finance Initiative Signatories Relations Manager, Regional Coordinators and the Ecosystems Lead, provide updates, insight and training to Finance Initiative members and other stakeholders. Engage with members to ensure the continued relevance of the outputs to members.

- **Partnerships:** Contribute to building and maintaining strategic partnerships with key stakeholders such as government officials, policymakers and regulators, international and multilateral organisations, non-governmental organisations, industry initiatives and associations, academia, and public and private financial institutions.
- **Administration:** Perform reporting and administrative duties appropriate to the implementation of the activities considered in the thematic work programme of the Finance Initiative on ecosystems; drafting comments on technical reports prepared by other units or offices, as required.

## ***COMPETENCIES***

**Professionalism:** Proven knowledge in the field of sustainable finance with a specific focus on ecosystems, REDD+ or sustainable land use; Ability to rapidly capture new and/or diverse ideas and translate these into outputs with strategic value; Ability to cope with comprehensive work programmes, multiple projects and activities, from strategic planning to implementation, in an organized and timely manner; Self-directed and motivated, with a strong sense of responsibility and the ability to work independently with minimal supervision; Excellent interpersonal skills; Ability to work in complex settings requiring tact, discretion and diplomacy; Excellent spoken and written communication skills.

**Communication:** Communicates clearly and succinctly with high-level stakeholders and facilitates consensus. Excellent writing and computer skills are required.

**Teamwork:** Fosters collaboration and work with different expert groups engaged in different aspects of sustainable finance; solicits inputs by genuinely valuing others' ideas and expertise; 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 and 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***

**Experience:** At least 5 years of professional working experience relating to finance and the environment at the international level. Proven technical skill in the area of Finance and Economics, including but not limited to, Financial Valuation, Financial Risk Management, Environmental Economic Theories and Econometrics. Proven skills in developing work programs for a variety of private and public stakeholders in the finance sector, including capital market players such as financial regulators, commercial and investment banks. Work experience in financial risk management and quantitative finance will be an advantage. Knowledge of the UN system desirable.

**Education:** Advanced university degree (Master's degree or equivalent) in economics, finance, business 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.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this post, oral and written fluency in English is required. Knowledge of other United Nations languages, especially French and Spanish, is desirable..

## **DOCUMENTS REQUIRED:**

- Cover Letter**
- Personal History Profile (visit <https://inspira.un.org> to generate a PHP)**

## **ALL SUBMISSIONS TO BE SENT TO:**

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