

Job Title : CHIEF, BRUSSELS OFFICE, P5
Department/ Office : United Nations Environment Programme
Location : BRUSSELS
Posting Period : 6 August 2013 - 5 October 2013
Job Opening number : 13-POL-UNEP-29322-R-BRUSSELS (X)

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

Org. Setting And Reporting

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Regional Cooperation (DRC) helps to implement UNEP's global programs in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. This post is located in the Regional Office for Europe (ROE) of UNEP in Brussels.

Responsibilities

Under the direct supervision of the UNEP's Regional Director for Europe, the incumbent will be responsible for the following:

1. Networking, information exchange and awareness raising: Coordinating UNEP's relations with the European Union (EU) and related institutions. Increasing UNEP's visibility and cooperation with the EU bodies and relevant Major Groups and Stakeholders as well as media. Ensure UNEP's participation in inter-agency initiatives for environment coordination with these institutions. Provide policy advise to the Regional Director on EU developments.
2. Cooperation on UNEP/EU policies and partnerships: Analyze and follow-up on European Commission (EC) policies and work programmes, as well as emerging policy trends and developments; Strengthening UNEP's strategic partnerships with the EC and other EU bodies advocating for the development and implementation of UNEP - environmental polices, at European and international level.
3. Resource Mobilization: Supporting the mobilization of resources, for UNEP's Programme of Work from the EC, other EU institutions, as well as other Brussels-based institutions; Gather intelligence and alert UNEP on possible funding opportunities; Screen UNEP projects submitted to the EC.
4. Management of UNEP Liaison Office in Brussels: Manage human resources in the office; Supervise office budget and timely expenditure of resources. Represent UNEP at the Brussels UN House on administrative and logistics issues. Maintain relations and liaise with the host country Belgium.
5. Perform other duties as assigned.

Competencies

Professionalism: Excellent coordination skills, with ability to work under pressure and handle multiple activities and projects concurrently; Knowledge of the UN system, including the UN common country programming process and concepts; Ability to manage complexities adapt to changing environment; Focus on impact and results; Ability to operate effectively across organizational and country boundaries. Ability to work Independently and to communicate effectively. Knowledge of EU institutions framework decision making processes and actors, a requirement. Communication: Ability to express ideas clearly, concisely and persuasively, including ability to defend and explain difficult issues; Ability to draft/edit a variety of reports on UN policy issues and strategies relevant to own work as required. Planning and Organizing: Ability to identify priority activities and assignments, handle multiple activities and projects concurrently and make necessary adjustments as required; foresee risks and allow for contingencies when planning. Teamwork: Ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity; Ability to lend and gain assistance and cooperation of others in a team endeavour; Ability to work independently and to participate effectively in a team based information sharing environment. Leadership: Skills to establish and maintain relationships with a broad range of individuals and institutions to understand needs and gain support. Provides leadership and takes responsibility for incorporating gender perspectives into substantive work and commitment to the goal of achieving gender balance in staffing.

Education

Advanced university degree (Master's degree or equivalent) in law and environmental law, political science or environmental science or related field. A first university degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience

A minimum of 10 years of relevant and progressive working experience in the area of environmental management, of which 5 years should be at the international level, including experience with European Union institutions.

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 UN official language is an advantage.

Assessment Method

Evaluation of qualified candidates for this position may include a substantive written assessment assignment which will be followed by a competency-based interview.

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. 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 e-mail 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.

United Nations Considerations

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.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.