



## **United Nations Environment Programme - UNEP Junior Professional Officer Programme (JPO) Chiffre Nr. 2026-1-14**

### **1. General Information**

**Title:** JPO Junior Professional Officer, Kunming-Montreal Global Biodiversity Framework

**Organization:** UNEP - United Nations Environment Programme

**Unit/Division:** Secretariat of the Convention on Biological Diversity / Implementation Support Division

**Country and Duty Station:** Montreal (QC), Canada

**Duration of assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.

**Please note that for participants of the JPO-Programme three years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

### **2. Background Information on UN Environment and the requesting Unit**

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 Convention on Biological Diversity (CBD) is an intergovernmental agreement for the conservation of biodiversity, the sustainable use of the components of biodiversity and the equitable sharing of the benefits arising out of the utilization of genetic resources. There are 196 contracting Parties to the Convention. Negotiated under the auspices of UNEP and opened for signature at the United Nations Conference on Environment and Development in Rio de Janeiro in 1992, the CBD is an instrument for sustainable development, founded on the recognition that biodiversity is vital to human wellbeing and economic and social development. The Convention has two supplementary agreements, the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access and Benefit Sharing. The Secretariat of the Convention on Biological Diversity (CBD Secretariat) is located in Montreal and is administered by UNEP. This post is located in the Division of Implementation Support (IMS) of the CBD Secretariat.

In December 2022 at COP-15, the Conference of the Parties to the Convention on Biological Diversity adopted the Kunming-Montreal Global Biodiversity Framework towards the 2050 Vision of "Living in harmony with nature". The Conference of the Parties also adopted a

transparency and responsibility mechanism which includes a multidimensional approach to planning, monitoring, review and reporting. This approach includes, among other elements, National Biodiversity Strategies and Action Plans (NBSAPs) as the primary instrument for implementation of the Convention, a robust monitoring framework, a Party-led global review at COP-17 and COP-19 and information on commitments of actors other than national Governments. At COP-16, the Conference of the Parties adopted concrete procedures for global review and technical updates to the monitoring framework.

During the fifteenth session of the Conference of the Parties, the NBSAP Accelerator Partnership was launched as a country-led global initiative to support the development and implementation of ambitious NBSAPs. It provides technical and financial support for the implementation of GBF- aligned NBSAPs, including via strengthened country-driven stakeholder coordination, collaboration and sharing of best practices to identify country needs to implement their NBSAPs, raise national profile of countries' NBSAPs, and fast-track implementation support for NBSAPs through a matchmaking service, increased access to expertise, knowledge and capacity development, and via in-country/facilitation support to countries/regions.

Under the general guidance of the Head of the Planning, Monitoring, Review and Reporting Unit, the incumbent will work to support the work on planning, monitoring, review and reporting of the Kunming-Montreal Global Biodiversity Framework. The incumbent will focus on the engagement of all stakeholders, including IPLCs, youth and women, in the work of the Convention on planning, monitoring, review and reporting.

### **3. Why is the Junior Professional Officer requested/needed?**

The Secretariat, as a part of its implementation support to Parties, was requested to support the operationalization of the multidimensional approach to planning, monitoring, review and reporting. As per decision 15/5, 15/6, 16/31 and 16/32, this includes supporting the implementation of guidance for national biodiversity strategies and action plans, the monitoring framework and the seventh and eighth national reports and supporting the conducting of the global review. A key aspect of this work is to support whole-of-government, whole-of-society engagement at all levels, including in NBSAPs at the national level and in the global review at the global level.

As a junior professional officer placed in the Implementation Support Division of the Secretariat, the incumbent will support the Division in its support to implementation and monitoring the implementation of the framework by the Parties, conducting reporting and review processes and undertaking other associated tasks requested by the Conference of the Parties to the Convention in decisions 15/5, 15/6, 16/31 and 16/32.

The Implementation Support Division of the CBD Secretariat is therefore requesting a Junior Professional Officer who will assist with its support to the implementation of Kunming-Montreal Global Biodiversity Framework and its monitoring, reporting and review.

### **4. Supervision**

Under the overall guidance of the Head of the Secretariat, the Junior Professional Officer will work under the direction of the Director for Implementation Support and direct supervision of the Head of Unit for Monitoring, Review and Reporting.

Annual performance appraisals will be completed in accordance with the UN Performance Appraisal System (E-Performance) and will be shared with donor governments.

### **Content and methodology of the supervision**

Under the overall guidance of the Head of the Secretariat, the Junior Professional Officer will be supervised by the Director for Implementation Support with direct supervision of the Head of the Unit responsible for planning, monitoring, reporting and review. They will brief the incumbent upon arriving at the duty station on the mandate and functions of the position as well as the desired goals and expected results. Expectations and activities will also be discussed in advance.

Interaction with the supervisor will take place on a regular basis, allowing for continuous monitoring of performance against the established work plan. Regular feedback on progress will also be provided according to the E-Performance cycle (i.e. development of work plan, mid-point review, etc.). The incumbent will work as a member of the Secretariat's team responsible for supporting implementation and its planning, monitoring, reporting and review.

The incumbent will be required to participate in the team meetings, the Secretariat-wide staff meetings as well as CBD intersessional meetings organized during their assignment. The incumbent will be expected to plan, organize and deliver his / her own work independently, but will be required to consult with the supervisor on issues related to policy. The incumbent will also collaborate with other units within the Secretariat and with partner organizations, as appropriate.

## **5. Duties, responsibilities and output expectations**

### **Terms of Reference**

The Junior Professional Officer will be responsible for undertaking the following tasks:

1. Assist the Secretariat's work related to planning, monitoring, review and reporting in order to support the implementation of the Kunming-Montreal Global Biodiversity Framework, including through contributions to the management of relationships with other organizations, research and analysis, policy formulation, document preparation, cooperation mechanisms, and meeting servicing support. This will include analysis of opportunities to use collaborations, such as the NBSAP Accelerator Partnership, to help countries fulfil their commitments to GBF/NBSAP implementation.
2. Analyse input and feedback received from Parties and relevant organizations in response to notifications and requests and prepare progress reports or information documents for consideration by relevant bodies.
3. Conduct analysis and research on the engagement of non-state actors in the mechanisms related to planning, monitoring, review and reporting, including identifying opportunities for increased engagement to contribute to the work of the NBSAP Accelerator Partnership.
4. Support the servicing of related meetings, including report and/or summary writing, note-taking, research and policy analysis, liaison with Parties and other stakeholders, and general logistical support.
5. Undertake other activities which support the Unit, the Division of the Secretariat as a whole, as assigned by the Head of the Unit.

## **Output expectations**

It is expected that the work delivered by the Junior Professional Officer will contribute towards the enhanced implementation and monitoring of the Kunming-Montreal Global Biodiversity Framework. The incumbent's work will ensure efficient and well-prepared support to Parties for the policy development by supporting the processes undertaken by the Secretariat of the Convention on Biological Diversity.

The Junior Professional Officer is also expected to contribute, as part of a team, to the activities relating to the preparation and servicing of meetings supported by the CBD Secretariat as a part of the implementation process.

## **6. Training and Learning Elements**

### **Training**

The Junior Professional Officer will be encouraged and supported to take courses during their assignment, including the mandatory courses offered by the UN through Inspira and self-paced online courses available on the Biodiversity e-learning platform.

The UN also provides language courses and other career development-related courses, including resume writing, interview and communication skills, which the incumbent may wish to take advantage of to achieve his/her career objective.

### **Learning elements**

After one year the Junior Professional Officer will:

- Have substantive knowledge of issues and trends under the Convention and its Protocols, especially relating to the implementation of the Kunming-Montreal Global Biodiversity Framework;
- Have improved communication skills through interaction with SCBD staff, governments and partner organizations;
- Gain a better appreciation of current and emerging environmental issues.

After two years the Junior Professional Officer will:

- Have experience in supporting intergovernmental processes that establish and keep under review international policy;
- Have experience in working with various governments and partners to implement policy frameworks;
- Have developed skills in meeting organization and planning;
- Be able to substantially contribute to results-based programme development and implementation;
- Be able to provide policy development support relating to international environmental law.

## **6. Qualifications and experience**

### **Education:**

**Master's Degree** in a relevant field, such as environment, law, sustainable development, international development, public administration or management, is required.

**Language:** Fluency in English is required. Knowledge of other UN languages would be an asset.

**Skills:** Oral and written communication, research and analysis, drafting of documents/ reports, ability to maintain good working relations in multicultural and multilingual environment, and computer skills (MS Office) are required. Project management skills are an asset.

**Work experience:** Minimum of three years' experience in fields associated with the post, of which at least one year is at the international level. Previous work experience in policy development, international law, or the intergovernmental negotiating process is desirable.

### **Competencies**

**PROFESSIONALISM:** Ability to work under pressure and to use limited time and resources effectively; flexibility to adapt rapidly to changing situations; ability to ensure that the highest possible quality outputs are produced.

**COMMUNICATION:** Ability to speak and write clearly and effectively; ability to communicate effectively with audiences of various levels of seniority and technical knowledge, tailoring language, tone, style and format appropriately; ability to communicate with various stakeholders in politically sensitive situations with diplomacy and tact.

**TEAMWORK:** Good interpersonal skills, ability to work collaboratively with professional and technical staff at senior and junior levels from diverse cultures and backgrounds.

### **7. Living Conditions at Duty Station**

The UN classifies Montreal as a Headquarter (H) duty station where staff members enjoy normal living conditions and are thus not entitled to mobility and hardship allowances.

The City of Montreal is the most populated city in the province of Quebec and the second most populated in Canada (after Toronto). It has a distinct four-season climate with warm to hot summers and cold, snowy winters. French is the official language, but English is widely-spoken in the greater metropolitan area.

Montreal has hosted multiple international conferences and events, including the 1967 International Expo and the 1976 Summer Olympics. In 2018, Montreal was ranked as a mega-city and has been hosting the Formula One Grand Prix, the International Jazz Festival and the Just for Laughs festival since 2016.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2026-1-14 auf dem Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**