



United Nations – UN-Department of Operational Support (DOS) Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-18

TERMS OF REFERENCE

I. General Information

Title: JPO in Environmental Affairs

Sector of Assignment: Support the implementation of the DOS Environment Strategy for Peace Operations and subsequent initiatives to support the environmental management of peace operations

Organization/Office: United Nations / Department of Operational Support / Office of the Under-Secretary-General / Environment Section

Country and Duty Station: New York, USA

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 two 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).

II. Supervision

Direct Supervision by:

The Chief Environment Section in the Office of Under-Secretary-General for the Department of Operational Support

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the JPO will work jointly with his/her direct supervisor to finalize an agreed work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor and used as the basis for performance management.

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance. The system is based on an agreed work plan and regular performance discussions as well as bi-annual performance reviews. The JPO can count on regular meetings with the supervisor and a quarterly performance dialogue.

III. Duties, Responsibilities and Output Expectations

Under the supervision of the Chief Environment Section in the office of the USG Department of Operational Support (DOS), the JPO will be responsible for monitoring actions related to the implementation of the DOS Environment Strategy for Peace Operations in field missions and subsequent initiatives to support environmental management of peace operations. The duties below are part and parcel of the tasks:

- Participate in the implementation of the renewable energy and positive legacy agenda in UN peacekeeping missions;
- Provide support to the deployment of renewable energy solutions by T/PCCs in UN peacekeeping missions;
- Support mission level engagement on renewable energy and positive legacy for key missions;
- Participate in the drafting and/or review of various environmental guidance documents;
- Assist in the review of all relevant UNHQ Policies, and providing inputs to mainstream environment in all guidance documents;
- Review missions' environmental action plans;
- Undertake outreach activities that promote awareness on environmental issues in UN peacekeeping missions;
- Provide support in liaising on environmental issues with Permanent Missions and member states and relevant United Nations bodies and agencies;
- Respond to mission queries about implementing the strategy, e.g. use of tools and templates, integrating existing systems, and data collection;
- Aggregate and analyses environmental performance data from clients;
- Conduct qualitative and quantitative analysis of environmental work within the Department of Operational Support and supported clients, to support data-driven decisions;
- Attend meetings, conferences and other events related to his/her assigned area of work. Prepare written summaries of meetings and assist with follow-up actions, as appropriate;
- Draft, coordinate and review reports, background papers, presentations, talking points, speeches and other official correspondence, including notes, code cables, notes verbales, memos and faxes.
- Support preparations for official meetings, including drafting of background papers, communications to participants and official meeting reports.
- Liaise with environmental focal points in UN Secretariat's entities supported by DOS, and other UN departments, funds and programs as required.
- Perform other duties as required within the remit of the section's responsibilities.

IV. Qualifications and Experience

Education:

Master's degree in renewable energy, environmental management, engineering, public policy or a related field.

Work experience:

A minimum of two years of progressively responsible experience in planning and execution of renewable energy projects, or in the broader environmental management field with a national government/administration, private company or international organization is required. Experience in evaluation of environmental compliance is desirable. Experience in coordinating projects with a wide-range of stakeholders is desirable.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Other skills:

Knowledge of environmental laws and their application at the organizational level. Proficiency in writing and editing and proficiency in presenting information for multiple and varied stakeholders, using diverse formats (Microsoft Word, PowerPoint) is required. Proficient in the management, analysis and visualization of large data sets (e.g. Microsoft Excel, SQL, Pivot Tables). Knowledge of enterprise resource planning (ERP) software (e.g. SAP) an advantage.

UN competencies:

PROFESSIONALISM: Ability to undertake research and draft analytical reports, papers, communications and other documents on cross-cutting issues related to both political and operational aspects of peace operations. Is able to identify issues, analyze and participate in their resolution through quantitative and qualitative input; 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;

COMMUNICATION: Speaks and writes clearly; Listens to others, correctly interprets messages and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

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 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.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to:

- Prepare a wide range of written materials, taking into account diverse audiences including Member States, external audience, regional organizations and partners, UN member state bodies (General Assembly, 5th Committee, ACABQ), UN departments, agencies, funds and programs.
- Analyze and report on a wide range of UN environmental management priorities and needs

related to the UN Secretariat' operations.

- Plan, organize and coordinate meetings, including remotely.
- Analyze and present data on different aspects of the operational environmental performance of the UN Secretariat supported by DOS.
- Knowledge of UN Secretariat's structure.

VI. Background Information

The Department of Operational Support (DOS) provides operational support to all UN Secretariat entities, including advisory, operational and transactional support services and, where needed, exercises delegated authority on behalf of clients. DOS supports the entire UN Secretariat, consisting of almost 100 entities located around the globe. DOS is a new department and was established on 1 January 2019 as part of the Secretary-General's Management Reform approved by Member States in mid-2018. DOS plays a key part in supporting a United Nations that is more agile, effective, transparent, accountable, efficient, pragmatic and decentralized to better support its organizational and operational activities.

The Environment Section in the Office of the Under-Secretary-General for Operational Support is responsible for supporting the implementation of the Environment Strategy for Peace Operations, determining priorities, identifying opportunities and threats, providing a link between operational activities and strategic deliberations from both UN leadership and Member States, and guiding the overall design of systems, structures and processes to support environmental performance and risk management. The team also provides strategic advice to the Under-Secretary-General for Operational Support.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)
unter Angabe der Chiffre Nr. 2023-1-18 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de