United Nations Environment Programme - UNEP

Junior Professional Officer Programme (JPO)

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<th>General Information</th>
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<td><strong>Title:</strong> Junior Professional Officer, Post-2020 Global</td>
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<td>Biodiversity Framework</td>
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<td><strong>Organization:</strong> UNEP - United Nations Environment Programme</td>
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<td><strong>Unit:</strong> Secretariat of the Convention on Biological Diversity / Implementation Support Division</td>
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<td><strong>Country and Duty Station:</strong> Montreal (QC), Canada</td>
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<td><strong>Duration of assignment:</strong> 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.</td>
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<td><strong>Please note that for participants of the JPO-Programme two years work experience are mandatory!</strong></td>
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Background information on UNEP and 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. At the 1992 Earth Summit in Rio de Janeiro, world leaders agreed on a comprehensive strategy for sustainable development. One of the key agreements adopted at Rio was the Convention on Biological Diversity. The Convention has three main objectives: the conservation of biological diversity, the sustainable use of its components, and the fair and equitable sharing of the benefits arising from the use of genetic resources. The Secretariat of the Convention on Biological Diversity (SCBD) is located in Montreal and is administered by UNEP. This post is located in the Implementation Support Division.
In 2020 the Convention on Biological Diversity will adopt a post-2020 global biodiversity framework as a stepping stone towards the 2050 Vision of “Living in harmony with nature”. In its decision 14/34 the Conference of the Parties to the Convention on Biological Diversity adopted a comprehensive and participatory process for the preparation of the post-2020 global biodiversity framework.

Under the general guidance of the Head of the Secretariat and the direct supervision of an assigned Director, the incumbent will work as a part of the post-2020 task team to support the preparatory process and organization of the negotiations on the post-2020 global biodiversity framework as well as the monitoring and support of its implementation and any associated work requested by the Parties to the Convention at fifteenth meeting of the Conference of the Parties.

**Supervision**
The Junior Professional Officer will work under the guidance of the Head of the Secretariat and the direct supervision of the Director for Implementation Support.

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**

The Junior Professional Officer will be supervised by guidance of the Head of the Secretariat and the direct supervision of the Director for Implementation Support. 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 be required to participate in the team meetings, the Secretariat-wide staff meetings as well as any CBD intersessional meeting 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 of the Convention on Biological Diversity and with partner organizations as appropriate.

**Duties, responsibilities and output expectations**

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

1. Assist the Secretariat’s work in support of the preparatory process for a post-2020 global biodiversity framework, including through contributions to research and analysis, policy formulation, document preparation, and meeting servicing support.
2. Assist the Secretariat’s work in monitoring and supporting the implementation of the post-2020 global biodiversity framework, as well as any other task requested by the Parties at the fifteenth meeting of the Conference of the Parties, including through contributions to research and analysis, policy formulation, document preparation, and meeting servicing support.

3. 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.

4. Assist in maintaining web content and other documents relating to the preparatory, monitoring and implementation process of the post-2020 framework, including content updates, review and planning.

5. 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.

6. Undertake any other activity as may be assigned by the Head of the Division.

Output expectations

It is expected that the work delivered by the Junior Professional Officer will contribute towards the development monitoring and implementation of the post-2020 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 post-2020 process.

Travel

It is expected that the Junior Professional Officer will partake in official missions relating to consultations, workshops and meetings of the OEWG and related groups.

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 development of future goals and targets for biodiversity;
- Have improved analytical and editing/writing/reporting skills in the areas of policy development and the development of international agreements;
- 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 working with various governments and partners to develop policy frameworks and documents;
- 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;

Qualifications and experience and competencies

Qualifications: 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 two 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.

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 Bewerbung direkt an das Büro Führungskräfte zu Internationalen Organisationen (BFIO).

Alle Bewerbungsformalitäten unter [www.bfio.de](http://www.bfio.de)  
Stichwort: Junior Professional Officer (JPO)