



NATIONS UNIES

COMMISSION ÉCONOMIQUE  
POUR L'EUROPE

ОБЪЕДИНЕННЫЕ НАЦИИ

ЕВРОПЕЙСКАЯ ЭКОНОМИЧЕСКАЯ  
КОМИССИЯ

UNITED NATIONS

ECONOMIC COMMISSION  
FOR EUROPE

Ref. No.: **TVA-14-ECE-045**

## TEMPORARY VACANCY ANNOUNCEMENT

**P-2/501859**

TVA Grade Level/ Post number

**Associate Environmental Affairs Officer**

Functional Title

ECE, Environment Division  
Department / Office/ Division

Environment for Europe and Sustainable Development Section  
Occupational Group

22 September 2014  
Deadline

Service/ Section: <u>Env for Europe &amp; Sustainable Develop Section</u>	Estimated Start Date: 1 Nov 2014
Duty Station: Geneva	Possibility of Extension: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Duration: 1 month	Open to External Candidates: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

### DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Secretary to the Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters (Aarhus Convention) and within the framework of the Environmental Policy and Sustainable Development Team, the incumbent will perform the following functions:

- Assisting in the preparation for, servicing and follow-up of meetings of subsidiary bodies established by the Meetings of the Parties to the Convention and to its Protocol on PRTRs (e.g. Working Group of the Parties, Bureau);
- Drafting background documents, reports and minutes of meetings, discussion papers, studies, publications and other documentation;
- Undertaking various administrative tasks including donor correspondence and financial reports, human resources related matters;
- Providing support to the Division and other parts of the Organization on substantive, administrative and cross-cutting issues;
- Assisting in the process of contracting consultants, individual contractors and other experts in preparation of relevant documents and research studies through drafting terms of reference,
- Supporting preparation of publications;
- Supporting the functioning of the Convention's reporting mechanism;
- Establishing and maintaining contacts with national focal points and other relevant contacts,

- Drafting correspondence and providing information to delegations, as required;
- Liaising with non-governmental organizations, intergovernmental organizations and the private sector;
- Supporting the awareness-raising and capacity-building activities to facilitate effective implementation of the Convention, including through cooperation with partner organizations and institutional contractors;
- Supporting development of electronic information tools used for sharing of information and good practices on different topics and maintaining relevant pages of the Convention's website;
- Serving as a contact point within the secretariat and monitoring progress.

The incumbent will be located in the Convention and Protocol secretariat in Geneva in order to ensure close co-ordination with other activities in the secretariat. The project will require travelling e.g. in connection with meetings, workshops etc.

### **COMPETENCIES**

**Professionalism:** knowledge and understanding of concepts and approaches relevant to the functional area or specialized field of work; excellent analytical and problem-solving skills; ability to apply good judgment in the context of assignments given.

**Planning and organization:** ability to administer and co-ordinate a wide range of activities, plan own work and manage conflicting priorities.

**Technology Awareness:** fully proficient computer skills and use of relevant software, e.g. Word, Excel, Internet, website management tools-Typo 3, interactive databases etc; knowledge of content organization, including the use of relevant information databases and Internet services.

**Teamwork:** good interpersonal skills and ability to establish and maintain working relations in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.

### **QUALIFICATIONS**

**Experience:** Advanced university degree in law, environmental policy, management or other relevant discipline, or the equivalent combination of education and experience in a related area.

**Education :** At least 2 years of relevant work experience in the areas of environmental law, environmental protection,

sustainable development, democratization, civil society engagement or a related field;  
Demonstrated expertise in the field of programme management, legal and policy analysis;  
Knowledge of the Aarhus Convention, including the processes and mechanisms established under its auspices is an asset;  
Knowledge of the developments with regards to practices in civil society involvement in international forums is an asset.

Languages: Fluency in oral and written English and Russian, with proven drafting ability. Knowledge of French is an asset.

#### ADDITIONAL COMMENTS

Please indicate the ref. no. TVA-14-ECE-045 in the subject of your application by email, which should be submitted Programme manager's e-mail [ella.behlyarova@unece.org](mailto:ella.behlyarova@unece.org), with a copy to [tva-ece@unece.org](mailto:tva-ece@unece.org)

#### Documents required:

Internal Candidates :

- Cover Letter
- PHP
- Others (e-Performance)

External Candidates

- Cover Letter
- PHP
- Copy of Passport
- Medical Certificate of Good Health
- Others

ALL SUBMISSIONS TO BE SENT TO:

Contact Name: Programme manager's e-mail  
Copy (cc): [tva-ece@unece.org](mailto:tva-ece@unece.org)

Email Address: [ella.behlyarova@unece.org](mailto:ella.behlyarova@unece.org)

**[SUBMIT by Email](#)**

**Candidates must provide an updated, Personal History Form (PHP) which can be filled by login into INSPIRA or P.11.**

NO APPLICATION WILL BE ACCEPTED AFTER THE DEADLINE DATE.

**Who can apply?**

**All interested individuals (internal or external candidates) regardless of the type of appointment currently held. Internal candidates must be at the level of the post or one level below.**

**SPECIAL NOTES:**

1. This Internal Temporary Vacancy Notice is circulated for a post that is funded from the **Regular Budget**. The person selected will not be given a career appointment with the UN. The provisions for the selection of a temporary staff are guided by ST/AI/2010/4\*, Section 3;  
Selection process for the granting of a temporary appointment  
*Temporary vacancy announcement*
  - 3.1 When a need for service for more than three months but less than one year is anticipated, a temporary vacancy announcement shall be issued by the programme manager.
  - 3.2 While the decision to issue a temporary vacancy announcement for a temporary appointment of less than three months is made at the discretion of the programme manager, any extension of three months or more shall require the issuance of a temporary vacancy announcement.
  - 3.3 The selected candidate should be offered a temporary appointment unless he/ she already holds another type of appointment, such as a fixed-term or permanent appointment.
  - 3.4 The temporary vacancy announcement shall include a description of the qualifications, skills and competencies required and reflect the functions of the post, using to the greatest possible extent the database of generic job profiles maintained by the Office of Human Resources Management. Each temporary vacancy announcement shall indicate the date of posting and specify a deadline by which all applications must be received.
  - 3.5 Temporary vacancy announcements shall be posted for a minimum of one week on the Intranet or be circulated by other means, such as e-mail, in the event that an Intranet is not available at the duty station concerned. A temporary vacancy announcement may also be advertised externally if deemed necessary and appropriate.
2. An external candidate selected to temporarily fill a Post will have a maximum initial appointment of no more than 364 days. Internal ECE staff who chose to apply for this type of Temporary vacancies retains the right to return to his/her post in his/her original office.
3. To be considered for career appointments, staff members must submit their applications in INSPIRA by logging onto <http://careers.un.org> as indicated in the on-line Vacancy Announcement. In the case of P-2 posts, the procedure for regular appointment/promotion to such posts continues to be through competitive examinations.
4. Selection to Temporary Appointments, regardless of their funding, does not carry any guarantee or expectation of ultimate selection for a career appointment, which remains subject to the UN appointment and promotion procedure.