



NATIONS UNIES
COMMISSION ÉCONOMIQUE
POUR L'EUROPE

ОБЪЕДИНЕННЫЕ НАЦИИ
ЕВРОПЕЙСКАЯ ЭКОНОМИЧЕСКАЯ
КОМИССИЯ

UNITED NATIONS
ECONOMIC COMMISSION
FOR EUROPE

Ref. No.: **TVA-12-ECE-011**

TEMPORARY VACANCY ANNOUNCEMENT

P-3 /501867
TVA Grade Level

Environmental Affairs Officer
Functional Title

ECE, Environment Division
Department / Office/ Division

Operational Activities and Review Section
Occupational Group

20 February 2012
Deadline

Service/ Section : Operational Activities and Review Section	Estimated Start Date :	1 March 2012
Duty Station : Geneva	Possibility of Extension :	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Duration : 1 month	Open to External Candidates :	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Chief, Operational Activities and Review Section, Environment Division and within delegated authority, the Environmental Affairs Officer will be responsible for the following duties:

1. Serving as Secretary to the Intergovernmental Working Group on Environmental Monitoring and Assessment by preparing notes to the Committee on Environmental Policy on monitoring and assessment issues.
2. Serving as Co-Secretary (together with a staff member from the Statistical Division) to the Joint Task Force on Environmental Indicators (JTF) by: (i) organizing the preparation of substantive documentation for JTF meetings; (ii) organizing; (iii) contributing to the UNECE media strategy.
3. Implementing a capacity-building programme to strengthen environmental observation capacities in Eastern Europe, Caucasus, Central Asia and South Eastern Europe by managing the Environmental Monitoring Trust Funds including the preparation of relevant programme budgets, cost plans, medium-term plans, allotment advices and programme performance/evaluation reports.

COMPETENCIES

PROFESSIONALISM - Sound knowledge and practical application of environmental policy and information management. Practical experience in project/programme management and administration. Familiarity with and experience in the use of electronic sources and databases. Strong analytical capacity and ability to evaluate and integrate information from a variety of sources, draw conclusions and assess environmental impact.

COMMUNICATION - Good communication (spoken and written) skills, including ability to draft material for publication as well as other analytical reports, background documentation and communications and to articulate ideas in a clear, concise style.

PLANNING AND ORGANIZATION - Ability to plan own work, manage conflicting priorities and work under pressure of tight and competing deadlines.

TEAMWORK - Very good interpersonal skills and ability to establish and maintain effective partnerships and working relations.

QUALIFICATIONS

Experience : At least 5 years of professional experience on environment in Government service, research institutions, non-governmental or in international organizations.

Education : Advanced university degree (Master's degree or equivalent) in environmental law or management.

Languages : Excellent drafting and communication skills in English are required.

ADDITIONAL COMMENTS

Please indicate the ref. no. **TVA-12-ECE-011** in the subject of your application by email, which should be submitted Programme manager's e-mail mikhail.kokine@unece.org, with a copy to tva-ece@unece.org

Documents required :

Internal Candidates :

Cover Letter

PHP

Others

External Candidates

Cover Letter

PHP

Copy of Passport

Medical Certificate of Good Health

Others

ALL SUBMISSIONS TO BE SENT TO :

Contact Name : Mokhail KOKINE
Copy (cc) : tva-ece@unece.org

Email Address : mikhail.kokine@unece.org

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 **Extra Budgetary sources**. 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.