

DEPUTY SECRETARY – IPCC SECRETARIAT (D-1)

DEADLINE FOR APPLICATIONS: 17 Oct 2009

DATE OF ISSUANCE: 18 Aug 2009

ORGANIZATIONAL UNIT: United Nations Environment Programme

DUTY STATION: Geneva

VACANCY ANNOUNCEMENT NUMBER: 09-PGM-UNEP-421971-R-Geneva

The Executive Director reserves the right to appoint a candidate at a level lower than the advertised level of the post. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Division of Early Warning and Assessment (DEWA) is responsible for analyzing the state of the global environment, providing early warning information and assessing global and regional environmental trends to catalyse and promote international cooperation and action on the environment. This post is located in the Secretariat, Intergovernmental Panel on Climate Change (IPCC) Branch of UNEP/DEWA in Geneva. Under the direct supervision of Secretary of the IPCC Secretariat and the overall administrative supervision of the Director, Division of Early Warning and Assessment (UNEP), the incumbent will:

1. Work with the Secretary in the formulation of the IPCC work programme and budget and ensure timely and efficient implementation thereof; Assist in fund raising activities and oversee the management of the IPCC Trust Fund(s) to ensure that funds are spent in accordance with the IPCC programme of work and relevant procedures; Promote the participation of experts from developing countries and countries with economies in transition in IPCC activities; Carry out the functions of the Secretary in his/her absence.
2. Work with the Secretary in guiding and overseeing the activities of the Technical Support Units of the IPCC Working Groups and Task Forces to ensure consistent, timely and coordinated implementation of the IPCC work programme; Ensure efficient execution of the day-to-day activities of the IPCC Secretariat; Liaise with UNEP, World Meteorological Organization (WMO), the UN Framework Convention on Climate Change (UNFCCC) and other relevant UN organizations and other international bodies and programmes on joint activities and projects and provide necessary briefings and reports; Participate in IPCC information and outreach activities.
3. Assist the Secretary in organizing IPCC meetings; preparing meeting documents and reports.

Competencies

Professionalism: Knowledge of environmental economics with specific focus on the sustainable development dimensions of macroeconomic and sectoral policies and the impacts of such policies on ecosystems and the services they provide, Ability to prepare reports and papers on related technical issues and to review, analyse, and comment on research papers; shows persistence when faced with difficult problems or challenges; performs efficiently under stressful situations. **Communication:** Communicates both verbally and in writing clearly and effectively; demonstrates openness in sharing information and keeping others not only informed but involved in the design and implementation of programmes and activities. **Negotiates** to align parties, builds networks, listens and communicates effectively to engage others **Teamwork:** Builds support for mandate toward achieving a vision; inspires others to translate vision and values into day-to-day activities and behaviours, Works collaboratively with colleagues across the organization to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; Strong network inside and outside the UN and ability to create teams across the organization. **Planning and Organizing:** Formulates, implements and evaluates; Establishes courses of action that ensure that work is completed efficiently; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary. **Accountability:** Is conscientious and efficient in meeting deadlines and commitments, and achieving results; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Leadership: Inspires staff members to perform their duties willingly, competently and enthusiastically; imaginatively directs, guides and influences goals by mediating between individuals and the organization in such a manner that both gain maximum satisfaction; leads by example and talent; performs a directing role and yields

influence over others; empowers others to translate vision into results; provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Judgement/Decision Making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS

Education

Advanced university degree (Masters or equivalent) in an area of environmental science, natural resource management or related field. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of 15 years of working experience in matters related to environmental science at the national and international level. Strong track record in environmental economics, human resources management, administration, logistics, financial management, budget or related field.

Languages

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is required. Knowledge of other United Nations languages an asset.

Other Skills

Knowledge of the structures of the UN and other bodies and of the different structures of international coordination mechanisms. Solid knowledge of UNEP's global environmental strategy, and issues related to Climate change. Excellent computer skills (Microsoft Office, e-mail, internet) are required.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).

English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

For applications please use the following link:

https://jobs.un.org/Galaxy/Release3/vacancy/Display_Vac.aspx?lang=1200&VACID=e30da373-9496-492a-a89e-4f845e2044b8

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED