Temporary Job Opening

Job Title, Level: Environmental Affairs Officer, P4
Department/Office: Environment and Development Policy Section, Environment and Development Division
Location: BANGKOK
Posting Period: 25 March 2015 – 7 April 2015
Duration: June 2015-November 2015, with possibility of extension, subject to performance and the availability of the funds
Temporary JO number: 15-P-12-EDD-P-4-TEMP-BANGKOK

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

Org. Setting and Reporting

The mandate of the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) is to promote regional cooperation for inclusive economic and social development in the Asian and Pacific region. ESCAP’s role as a regional development arm of the United Nations Secretariat is to support its membership, through its analytical, normative and technical cooperation, to respond to the development priorities and changing needs of the Asian and Pacific region.

The main mission of the Environment and Development Division is to improve the sustainability, resilience and inclusiveness of societies in Asia and Pacific, including through promoting quality of growth.

This position is located in the Environment and Development Policy Section, Environment and Development Division. The incumbent reports to the Chief of the Environment and Development Policy Section.

Responsibilities: Within delegated authority, the duties of an Environmental Affairs Officer are as follows:

Environment and Sustainable Development analysis:

- Provides substantive support to the preparation of intergovernmental meetings, sub-regional consultations, and other initiatives related to Rio+20 follow-up, including but not limited to the preparation of background documents, liaison with member States and major stakeholders, meeting servicing, consolidation and reporting of outcomes.
- Undertakes research, develop publications and formulate policy advice on sustainable development to support the delivery of EDD’s work programme and to respond to emerging thematic areas, such as in line with respect to regionalizing the sustainable development goals and supporting their implementation in the Asia and the Pacific region within the context of ESCAP mandate.
- Monitors recurrent and emerging issues of concern to the United Nations in the environment and sustainable development fields, and develop regional responses.
- Formulates proposals for environment and sustainable development strategies, policies and measures for presentation to intergovernmental bodies and others.
• Facilitates regional policy consultations, forums, expert group meetings, seminars, etc. on environment and sustainable development issues.
• Prepares technical and substantive inputs to various corporate documents, speeches and presentations of the organization.

Intergovernmental support

• Provides substantive support on environment and sustainable development issues to intergovernmental bodies

Technical cooperation:

• Prepares global, regional, national or sector analyses that provide a basis for advising national governments on environment and sustainable development issues.
• Conducts training seminars and workshops for government officials and others.
• Formulates technical modalities for the evaluation of individual technical cooperation projects.

General:

• Supports junior staff, reviewing their work and providing feedback.
• Participates in intra- and inter-Divisional undertakings of broader concern to represent the views or interests of the Section / Division.
• Performs other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit’s service.

Competencies:

Professionalism: Ability to apply theories and concepts in different sectors of economic and sustainable development. Ability to conduct independent research, determine suitability, validity and accuracy of data provided by different sources. Ability to identify and develop sources for data collection. Experience in designing and delivering training programmes and institutional strengthening to policy makers, including through web-based tools. Shows pride in work and in achievements; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications:
**Education:** Advanced university degree (Master’s degree or equivalent) in environment, natural resource economics, sustainable development and/or related fields. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. A PhD will be an advantage.

**Experience:** A minimum of seven years of progressively responsible experience in environmental research and analysis, policy formulation, application of sustainable development principles and concepts in development cooperation programmes or related area is required. Research and analysis in the above fields as demonstrated through authored publication is desirable. Experience within the UN system or international organization is desirable.

**Language:** English or French, are the working languages of the UN Secretariat, For the post advertised, fluency in English is required; Knowledge of another UN official language is an advantage.

**Special Notice**

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. ESCAP is committed to promoting diversity and gender equality within the Secretariat. Women candidates are strongly encouraged to apply.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

**Application Process**

Applicants are requested to complete a Personal History Profile (PHP) on careers.un.org and submit it electronically to: escap-application@un.org with the subject “Application for TJO No. 15-P-12-EDD-P-4-TEMP-BANGKOK” and received no later than the deadline indicated above.

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

Due to the volume of applications, only candidates under positive consideration will be contacted.