JOB OPENING

Position Title: Coordinator, D1

Job Code Title: Principal Coordination Officer

Department/Office: United Nations environment Programme

Duty Station: NAIROBI

Posting Period: 7 April 2015 – 6 June 2015

Job Opening number: 15-PGM-UNEP-40818-R-NAIROBI (X)

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

Special Notice

Appointment against this post is for an initial period of one year and may be subject to extension. 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.

All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided.

If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. If the problem persists, please seek technical assistance through the Inspira “Need Help?” link.

Org. Setting and Reporting

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. 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 Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and capacity development for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. This post is located in UNEP/DEPI at the Nairobi duty station.
Responsibilities

The incumbent will be responsible for the activities of the Marine and Coastal Ecosystems Branch including the Global Programme of Action for the Protection of the Marine Environment from Land-Based Activities (GPA); Small Island Developing States (SIDS); UNEP Coral Reef activities; Regional Seas Programme and Marine and Coastal ecosystems.

Under the supervision of the Division Director, DEPI, and in close collaboration with the Deputy Director, the incumbent will perform the following:

A) Development of the Marine and Coastal Ecosystems Branch:
1. Develop and advocate innovative concepts and tools designed to improve or re-orient marine and coastal ecosystems and regional seas with the organization's policy objectives and competencies.
2. Lead, organize and/or participate in substantive discussions, meetings, and conferences, represent the Unit at international, regional or national meetings and intergovernmental meetings and provide programmatic and substantive expertise on issues related to marine and coastal ecosystems and regional seas coordination. This will include follow-up to intergovernmental meetings decisions.
3. Coordinate and supervise development and implementation of activities and projects and enhance coordination with the Secretariats of the Regional Seas Conventions Action Plans.
4. Oversee the preparation and quality of reports for presentation to senior management, the governing councils or other policy-making bodies.
5. Ensure coordination within UNEP for coherence in ecosystems activities delivery to Governments.
6. Establish and maintain inter-linkages and partnerships with Multilateral Environmental Agreements (MEAs) secretariats, relevant UN and non-UN agencies.
7. Establish external contacts and partnerships with governments and international agencies for the purpose of improving collaboration and coherence in delivery of marine and coastal ecosystems activities.
8. Report on the status of implementation of the work programme regularly as scheduled by the UN reporting requirements.

B) Coordination and supervision of the Branch:
1. Allocate, monitor and report on financial and human resources, justifying administrative budget proposals and work plans.
2. Manage staff performance to ensure ongoing professional development and continued learning; initiate and recommend approval of personnel actions.
3. Guide and support managers and other staff in meeting their objectives and outputs; foster teamwork and communication in the Branch and across organizational boundaries.
4. Supervise the coordination of the Regional Seas Secretariats.

C) Fundraising:
1. Determine and recommend the viability of environmental projects and programme elements, negotiating suitable arrangements and project financing; initiate the mobilization of resources for programme activities in particular sectors, regions or countries.
2. Negotiate with high-level representatives of UN agencies, the GEF Secretariat, multilateral and bilateral donors, and non-governmental organizations, to ensure the coherence, coordination and integration of the project planning process and the effective achievement of related objectives.

3. Advise governments, non-governmental organizations, bilateral and multilateral agencies on resource utilization, funding patterns and trends and on priorities for environmental programme/project activities, and evaluate and develop alternative funding sources.

4. Perform other duties.

**Competencies**

- **Professionalism:** Ability to provide technical and substantive support in the field of environmental management, development and mastery of marine biology or coastal ecosystems. Shows pride in work and in achievements; 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.
- **Judgment/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, and; makes tough decisions when necessary.
- **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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Leadership:** Serves as a role model that other people want to follow: Empowers others to translate vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvements; does not accept the status quo; Shows the courage to take unpopular stands. 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.

**Education**

Advanced university degree (Master's degree or equivalent) in Marine sciences or discipline related to the work of marine biology and/or coastal ecosystems, or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience**
A minimum of fifteen (15) years’ of progressively responsible experience in project/programme management in the context of marine and coastal ecosystems or related area is required. Five (5) years’ experience at the international level and 3 years’ in a supervisory capacity, managing performance and mobilizing resources in an international environment is an advantage.

Languages
English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and oral English is required. Working knowledge of French or Spanish is an advantage. Working knowledge of other UN official languages is desirable.

Assessment Method
Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

United Nations Considerations
Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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). The United Nations Secretariat is a non-smoking environment.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of inspira account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

No Fee
THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS’ BANK ACCOUNTS.