

## Job Opening

<b>Posting Title:</b>	Principal Coordination Officer (Director, Policy & Programme), D1
<b>Job Code Title:</b>	Principal Coordination Officer
<b>Department/Office:</b>	United Nations Environment Programme
<b>Duty Station:</b>	NAIROBI
<b>Posting Period:</b>	16 April 2018 - 30 May 2018
<b>Job Opening Number:</b>	18-Programme Management-UNEP-95887-R-Nairobi (X)
<b>Staffing Exercise</b>	N/A



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

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### Org. Setting and Reporting

The United Nations Environment Programme (UN Environment) 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. UN Environment's Policy and Programme Division is responsible for the organization's strategy, overseeing special initiatives, which includes environment and security work, and the organization's performance review and monitoring. This post is located in the UN Environment Policy and Programme Division at the Nairobi duty station. Under the overall leadership of the Executive Director and Deputy Executive Director, the incumbent of the post will be responsible for the following:

### Responsibilities

Formulates and implements the substantive work programme of the Division under his/her supervision. Oversees the management of activities undertaken by the Division, ensures that programmed activities are carried out in a timely fashion and co-ordinates work in the different areas both within the Division and Department, and with other organizations of the United Nations System, as appropriate.

Leads, supervises and carries out the work programme of the Division under his/her responsibility. Co-ordinates the work carried out by different work units under the Division and by other agencies and bodies of the United Nations system; provides programmatic/substantive reviews of the drafts prepared by others.

Co-ordinates and oversees the preparation of reports for presentation to intergovernmental bodies such as the Advisory Committee on Administrative and Budget Questions, Committee for Programme Coordination, Economic and Social Council, the General Assembly and other policy-making organs, as appropriate.

Reports to intergovernmental bodies on budget/programme performance or on programmatic/ substantive issues, as appropriate, particularly those presented in biannual and/or annual reports.

Undertakes or oversees the programmatic/administrative tasks necessary for the functioning of the Division, including preparation of budgets, reporting on budget/programme performance, evaluation of staff performance (e-Performance), interviews of candidates for job openings, evaluation of candidates and preparation of inputs for results-based budgeting.

Recruits staff, taking due account of gender and geographical balance.

Fosters teamwork and communication among staff in the Division and across organizational boundaries.

Leads and supervises the organization of meetings, seminars, etc. on substantive issues. Manages the substantive preparation and organization of such meetings or seminars.

Participates in international, regional or national meetings and provides programmatic/substantive expertise on an issue, or holds programmatic/substantive and organizational discussions with representatives of other institutions.

Represents the Division at international, regional or national meetings.

Performs other related duties as required.

### Competencies

**Professionalism:** Proven ability to provide advice to senior management on a broad range of environmental policy issues, organizational reform and administrative issues to facilitate decision-making. Ability to draft reports, policy briefs and to meet commitments and achieve results. Shows pride in work and in achievements and is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Accessibility**

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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.

**Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff; Encourages risk-taking and supports creativity and initiative; Actively supports the development and career aspirations of staff; Appraises performance fairly.

**Education**

Advanced university degree (Master's degree or equivalent) in environmental management, political sciences, social sciences, natural sciences, business administration or management, law, economics, or other relevant related fields, 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 professional and progressively responsible experience in environmental policy analysis, administration, international relations, humanitarian affairs, special initiatives and development or management is required. Experience in developing policy as well as its implementation in different sectors is required. Work experience in environmental security and dimensions of conflict prevention, post-conflict interventions, and sustainable peace is highly desirable.

**Languages**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working knowledge of French is desirable. Knowledge of another official United Nations language is an advantage.

**Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

**Special Notice**

This position is open for recruitment 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.

The United Nations as a Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

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. In such cases, please resubmit the application, if necessary. If the problem persists, please seek technical assistance through the Inspira "Need Help?" link.

**United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by

**Accessibility**

force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. 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 Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (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.

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