

UNEP JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Programme Officer,

Unit: Economic and Trade Policy Unit, Resources and Markets Branch, Industry and Economy Division

Location: Geneva (Economic and Trade Policy Unit)

Duration: 2 years

Posting period: 31 July 2023 to 8 September 2023 at 11:59pm KST

Background information on UNEP and the requesting Unit

The UN Environment Programme (UNEP) is the voice for the environment within the United Nations system. UNEP acts as a catalyst, advocate, educator and facilitator to promote the wise use of the global environment and sustainable development. The Industry and Economy Division at UNEP plays a leading role in the Green Economy Initiative and in the transition to sustainable consumption and production patterns, which aim to shift national economies onto a new path, in which jobs and economic growth are driven by increased investment in green sectors, and by a switch of production practices and consumers' preferences towards environmentally friendly goods and services.

Located within the Economy Division, the Resources and Markets Branch examines how economics, trade, and finance interact with the environment and contribute to sustainable development at the local, national, regional and global levels. The Resources and Markets Branch support countries through analytical studies in partnerships with UN agencies, intergovernmental institutions, governments, academic institutes, businesses and environmental groups to support the shift to an inclusive green economy and help deliver the Sustainable Development Goals (SDGs).

Why is the Junior Professional Officer requested/needed?

Among its areas of work, the Economic and Trade Policy Unit supports global efforts on finance and economic transformation for sustainability and advises countries on macro-economic planning and policy as well as sectoral policy.

The Junior Professional Officer will support the increasing demand of the Economic Policy Team on strategic planning and analytical work according to the Inclusive Green and Circular Economy theory of change and results frameworks. The role involves supporting the designing and developing macro-economic policy for sustainability (esp. Green and Circular Economies) to address three planetary crises, namely climate change, nature loss and pollution, in collaboration with thematic leads of the unit (sustainable public procurement, green fiscal policy, sustainable trade, sustainable infrastructure), sectoral leads (food and agricultural sector, plastics, textiles, buildings and construction) across UNEP and UNEP's key external partners (e.g. GEF Secretariat, IMF, OECD, MDBs, PAGE (Partnership of Action on Green Economy) partners including ILO, UNITAR, UNIDO and UNDP); providing substantive guidance to implementing

partners, international and local consultants; and providing general support to the Head of Unit and Branch.

Supervision

The Junior Professional Officer shall report directly to Ms. Joy Aeree Kim, Acting Head, Economic and Trade Policy Unit.

Content and methodology of the supervision

The incumbent will be guided in his/her work and supervised by the first appraising officer. Incumbent and supervisor will jointly define an annual work plan, including objectives, timelines, and success criteria. Regular feedback on the progress of activities is obtained by the supervisor through review of work in process. The Junior Professional Officer's performance appraisal will take place twice a year: a mid-term review and a final review in October and March respectively. This also entails the assessments of accomplishments, review of problems, discussions on job-satisfaction; discussion of development plan and learning objectives (see training and learning elements), guidance to be provided in development of the work plan and project implementation. The incumbent is expected to carry out the duties independently under general supervision and to consult with the supervisor on issues of policy or other sensitive matters. Final results of each set of activities are reviewed for attainment of objectives and quality of work.

Upon joining the team, the JPO will be provided with a two-week in-person induction, which will introduce the JPO to UNEP (mandates, structure), its Medium-Term Strategy and Programme of Work, all divisions and regional office, and the Industry and Economy Division, and its branch and the unit. In the meantime, technical induction will be organized to explain the Inclusive Green and Circular Economy policy, including its vision, technical approach, governance, partnership, resource mobilisation and project implementation. Key references, documents, reports, PowerPoint slides and briefings will be shared with the JPO to strengthen the knowledge on the topic of macro-economic and sectoral policy for sustainability. The induction will include bilateral meetings with the supervisor, team members and UNEP staff across the house working finance and economic transformation, structured provision of background and guidance documents, and attendance of relevant courses and weekly team meeting within the unit and monthly unit meeting.

Duties, responsibilities and output expectations

Terms of reference

- 1) Support the overall implementation of the Inclusive Green/Circular Economy Project, including:
 - Participates in the development and implementation of assigned programmes/projects, etc.;
 - Researches and analyses relevant topics and issues on macro-economic policy for green and circular economy for programme/project development and implementation;
 - Reviews relevant documents and reports;
 - Identifies problems and issues to be addressed and proposes corrective actions;
 - Liaises with relevant parties;
 - Identifies and tracks follow-up actions.

- Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Assists in policy development, including the review and analysis of issues and trends, other research activities and studies.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.

2) Leading outreach and communication activities

- Undertakes outreach activities; stakeholder consultations and workshops on assigned topics/activities.
- Produce communication materials to help promote UNEP's offer in abovementioned areas
- Contribute to the written outputs related to web-based information sharing platforms and to the preparation of communication tools such as flyers, brochures, and power point presentations
- Develop network with other partners

3) Perform any other relevant duties assigned.

Output expectations

- Fully acquainted with UNEP's work on finance and economic transformation for sustainability esp. Inclusive Green and Circular Economy Policy
- Provided assistance to facilitate the implementation of Inclusive Green Economy project
- Undertook projects and assignments that contribute to the successful implementation of the Programme of Work project and relevant UNEA resolutions
- Contributed to technical delivery of related project activities
- Contributed to the development of fundraising activities
- Successful outreach and communication activities to inform and connect stakeholders and build partnership network

Travel

It is expected that the JPO will undertake official travel, subject to the project needs and budget availability.

Training and Learning Elements

Training

The JPO will have access to all compulsory and volunteer UNEP training given in Geneva office or online; among these but not limited to are language training, substantive (environmental) training courses. JPO will receive an extensive on the job training on project management and coordination with a range of implementing partners from industry and public sector. JPOs usually

have an allowance for trainings, which they will be able to use to participate in courses and conferences of their interest. In addition, and whenever possible, the JPO will be given the opportunity to participate in national, regional and international events on the subject matter to get exposed to broader framework issues related to UNEP's approach on finance and economic transformation for sustainability and work on green/circular economy and sustainable consumption and production. Training needs will be discussed with the JPO and in addition to formal training, the supervisor will provide coaching and the JPO will get the opportunity to interact with other Divisions of UNEP.

Learning elements

After one year the JPO is able to: produce professional memoranda and short papers, give presentations on UNEP's work, contribute to the development of larger research papers and reports, contribute to the development of concept notes and project proposals; have good knowledge of UN agencies working on finance and economic transformation for sustainability esp. focusing on macro-economic policy (esp. Green and Circular Economies) to address three planetary crises, namely climate change, nature loss and pollution, in collaboration with thematic leads of the unit (sustainable public procurement, green fiscal policy, sustainable trade, sustainable infrastructure) as well as sectoral leads (food and agricultural sector, plastics, textiles, buildings and construction); manage projects; coordinate the work of various partner organizations and experts; understand internal and external reporting requirements and support preparing such reporting; communicate effectively on the subject matter.

After two years the JPO is able to: develop project documents and project proposals, monitor progress in project implementation and take remedial actions, prepare financial and narrative reporting documents of projects, make presentations at small conferences and meetings; undertake projects and assignments that will contribute to the successful implementation of the programme of work; and be fully acquainted with macro-and sectoral level green/circular economic policy; and, the implementation of projects in developing countries, working with development partners in developing countries.

Required Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in a topic directly relevant to sustainable development with strong economic background (e.g. public policy, macro-economic policy, development studies, environmental policy) is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Working experience

A minimum of two years of work experience in economics, public policy, environmental management or sustainable development is required. Prior experience with governments and/or at the international level is advantageous.

Language Requirements

For this position, fluency in spoken English and excellent English writing skills are essential. Knowledge of another UN language is an advantage.

Competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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.

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: Excellent communication skills, written and spoken as well as ability to draft/edit a variety of written reports in English; ability to ask questions to clarify, exhibiting interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.

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.

Eligibility

General Requirements for candidates applying to the JPO Programme of the Republic of Korea:

- a) Korean citizenship
- b) Fluency in Korean and English
- c) Certificate of English proficiency test

- Applicants should score a *minimum* of (1) TOEFL iBT 100 or (2) TEPS 430 or (3) IELTS 7 or

- d) TOEIC 900

** Note: TOEFL 'MyBest Scores' are not accepted, and test scores are valid for 2 years after the test date.*

- e) Not older than 32 years of age as of 31 December 2023 (born after 1 January, 1991). The maximum age limit for those who served in the military will be extended accordingly: one year will be extended for those

who served for less than one year; two years will be extended for those who served for more than one year and less than two years; three years will be extended for those who served for two years or more.

f) Male applicants shall have completed the Korean military service or be exempted from it. Those who will be discharged from military service in the year of the application may also apply.

g) Applicants can apply for a maximum of two JPO positions sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.

Assessment

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

How to apply

The position will be published on the UNEP *Work with us* webpage: <https://www.unenvironment.org/work-with-us>. Click here for direct access to the announcement: [Junior Professional Officer](#) (Associate Programme Management Officer).

To apply for this job, please submit an application to joy.kim@un.org and Rowan.Palmer@un.org

The application must include:

- 1) A complete application Personal History Profile (PHP) and motivation letter in English
- 2) A scanned copy of applicant's Resident Register in English
- 3) A copy of (Bachelor's/advanced) university degree certificate in English
- 4) A copy of English proficiency test certificate
- 5) Only for male applicants who have completed the national military service: A certificate of Korean Military Service in English: The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the Military Service Law.
- 6) Only for low-income applicants: A scanned copy of a certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial translation in English
- 7) Only for persons with disability: A scanned copy of a certificate of person with disability issued in Korean and English

Applications must be received no later than **Friday, 8 September 2023** (AT 11:59 PM KST). Applications received after this date will not be considered. Applicants will receive confirmation of receipt. Only short-listed candidates will be contacted thereafter.

Living conditions at duty station

Standard living conditions in Europe (Geneva, Switzerland).