

Job Opening

Posting Title:	Chief of Service, Programme Management, D1
Job Code Title:	CHIEF OF BRANCH, PROGRAMME
Department/Office:	United Nations Environment Programme
Duty Station:	GENEVA
Posting Period:	02 February 2022 - 26 March 2022
Job Opening Number:	22-Programme Management-UNEP-171317-R-Geneva (X)
Staffing Exercise	N/A

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

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Org. Setting and Reporting

The United Nations Environment Programme (UNEP) is the United Nations systems 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.

The overall objective of the UNEP's Economy Division is to encourage decision makers in government, local



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authorities and industry to develop and adopt policies, strategies and practices and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices and other tools that assist in environmentally sound decision making and the building of corresponding activities.

This post is located in UNEP/Economy Division, Resources and Markets Branch at the Geneva duty station. The incumbent report to the Deputy Division Director and will manage Economy Division's Resources and Markets Branch. S/he and will be responsible for coordinating the design and overseeing and implementing the Branch's programme of work, harnessing strategic partnerships and mobilizing resources to address priority issues in UNEP's Medium Term Strategy related to sustainable consumption and production, resource efficiency, and finance and economic transformation as follows:

Responsibilities

1. Strategically lead the implementation the Branch's work programme. In particular:

a) Lead UNEP's work on sustainable consumption and production, finance, economic and trade policy while ensuring proactive coordination with other Branches and UNEP Divisions on areas of possible substantive cooperation, with a view to enhancing the impact of the Branch's programme of work and contributing to UNEP's Medium Term Strategy.

b) Provide strategic guidance and direction to the Initiatives whose Secretariat are hosted by the Branch and ensure an integrated approach with workstreams handled by the Branch Units, with a view to promoting the science to policy interface across the board.

c) Promote resource mobilization for the Branch with the goal of moving to fewer, more coherent initiatives, that draw the teams work and units together.

d) Ascertain the quality and relevance of publications led by the Branch, and promote close cooperation and synergies with relevant UNEP Divisions and the office of the Chief Scientist.

e) Evaluate the Branch needs and the most appropriate partners to leverage capabilities of UN entities, international organizations, governments, NGOs, to scale-up progress on sustainable consumption and

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production. Ensure oversight and monitoring of the implementation of Branch objectives, ensure implementation is on track, and identify/report corrective action in case needed.

f) Provide regular progress and management reports to the Deputy and the Director, including progress reports on key workstreams, and alert in case of substantial and /or reputational challenges hindering the portfolio implementation to the FRO and Divisional management.

g) In close co-operation with UNEP headquarters, mobilize resources and establish donor contacts to ensure financial support of the Branch activities around key high impact areas; negotiate with donors when necessary, and ensure the timely submission of progress and financial reports.

h) Nurture the relationship with UN sister agencies and key partners in development (academia, civil society and governments).

i) Participate in inter-agency meetings to define modalities and ensure co-operation.

2. Responsible for day-to-day management of administrative, budget and personnel issues in the Branch, including by:

a) Reviewing and recommending to the Deputy and the Director the overall budgetary allocation of the Branch, in close cooperation with Administration;

b) Evaluating and recommending to the Deputy and Director the human resources requirements and the most efficient administrative and organizational framework for the Branch, in order to enable programme implementation.

c) Ensuring the most efficient and cost-effective use of the Branch's financial and human resources and recommending policies and strategies as necessary.

d) Ensuring the strictest adherence to the Delegation of Authority Framework and Further Delegation of Authority Framework.

e) Provide substantive guidance, advice and support to Branch Unit heads and teams on the development of their respective portfolios, particularly where change at scale can be achieved.

3. Perform representative functions on behalf of Economy Division and UNEP.

Competencies

PROFESSIONALISM: expert knowledge and understanding of the concept and tools for sustainable consumption and production, resource efficiency and sustainable development policies in the international arena as well as regional and national levels; ability to identify important and emerging issues on the political agendas. Good expertise in negotiations, good skills in political analysis and working with governments, business and civil society. 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; takes initiative in developing new proposal and activities finding synergies and cooperation with relevant stakeholders. Takes responsibility for incorporating, gender perspectives and ensuring the equal participation of women and men in all areas of work. Good research and analytical skills, combining economic, environmental, social and developmental perspectives.

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 improvement; does not accept the status quo. Shows the courage to take unpopular stands

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.

VISION: Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization's strategy and the work unit's goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

EMPOWERING OTHERS : Delegates responsibility, clarifies expectations, and gives staff autonomy in important

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areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members' input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.

Education

Advanced university degree (Masters or equivalent) in economics or related social sciences; natural resources and environmental management; and/or sustainable trade, finance or related areas 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

At minimum of fifteen (15) years of progressively responsible work experience in the management of environmental or sustainable development work in a multi-cultural setting is required.

Managing budget preparation, development and management of a programme of work and associated resources is required.

Experience in designing strategies, managing and overseeing complex environment and development portfolios, working with different partners and institutions is desirable.

Work experience in multilateral negotiation processes and resource mobilization is desirable.

Work experience in the United Nations system or similar international Organisation is desirable.

Languages

English and French are the official working languages of the United Nations Secretariat. For this position, fluency in English is required. Working knowledge of French is desirable. Knowledge of other UN official languages is desirable.

NOTE "Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and " Knowledge of equals a rating of ' confident" in two of the four areas.

Assessment

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

Special Notice

Appointment against this position 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.

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

Internal Applicants – When completing the form, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you.

Individual Contractors and Consultants who have worked within the UN Secretariat in the last six months, irrespective of the administering entity, are ineligible to apply for or be appointed to any professional and higher temporary or fixed-term positions, within six months of the end of their current or most recent service. For such positions, at least six months need to have elapsed between the end of a consultancy or individual contract and the time of application and consideration for an appointment as a staff member under the Staff Rules and Regulations of the United Nations.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

On-line applications will be acknowledged where an email address has been provided. All applicants are

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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. 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 "Contact Us" 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, sexual abuse, or sexual harassment, 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 force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

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.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For

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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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