

## Job Opening

<b>Posting Title:</b>	Ecosystem Management Coordinator, P4
<b>Job Code Title:</b>	PROGRAMME MANAGEMENT OFFICER
<b>Department/Office:</b>	United Nations Environment Programme
<b>Duty Station:</b>	BEIRUT
<b>Posting Period:</b>	03 November 2021 - 17 December 2021
<b>Job Opening Number:</b>	21-Programme Management-UNEP-166059-R-Beirut (R)
<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 (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.

UNEP's Ecosystems Division works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition.

This position is located in the West Asia Office in Beirut Duty Station, Lebanon. Under the direct supervision of the Regional Director and technical guidance and support from the Ecosystem's Division, the incumbent will, within delegated authority be responsible for the following duties:

### Responsibilities

1) POLICY - Serves as Senior Policy Officer, advises UNEP and particularly the Coordinator for Ecosystems and Biodiversity on overall policy direction and country needs in the region that require UNEP's attention; Serves as primary UNEP's focal point in the region on capacity building and access to technology in the area of ecosystems and biodiversity and keep abreast of analyses and reports on the latest developments related to these areas; Liaise with other UN specialized agencies, local non-governmental organizations, representatives and officials in national governments, international organizations, national research institutes and relevant conventions; Prepares strategies on the environmental aspects of UNEP's regional work related to the management of ecosystems and biodiversity protection; Organizes follow-up work in the region, including - technical review meetings to support policy development work and decision-making on important issues; Ensures the implementation of recommendation emanating from relevant reports.

2) COORDINATION - Coordinates the regional input into UNEP's programming related to capacity building support and access to technology related to ecosystems management and biodiversity protection; ensures support (e.g., staff, funding, specialized equipment and supplies); Prepares situation reports to the international community; Coordinates UNEP's work in the region in collaboration with relevant UNEP Division(s) and the Coordinator for the ecosystems management and biodiversity protection, and oversee UNEP's efforts to help countries build capacity, facilitate access to related technologies and put in place the enabling policy frameworks and economic instruments that maximize their abilities to manage ecosystems for climate mitigation, adaptation gains, biodiversity protection, habitat restoration and species resiliency; Develop region and country-specific recommendations based on the analysis of pertinent information; Facilitates a coordinated approach in the region in the area of capacity building and technology transfer for ecosystems management and biodiversity protection and assists in the integration of an ecosystem approach in the development and implementation of national and regional development strategies within the UN system for international assistance; Advises on proper use and spending of related donor contributions, channeled through UN system-wide efforts; Ensures appropriate monitoring and reporting on UNEP's role in capacity building and access to technology within the region.

3) PARTNERSHIPS - Establishes and maintains contacts with counterparts, senior officers and technical staff in

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relevant Secretariat units and in UN funds, programmes, relevant Multilateral Environmental Agreements (MEAs) and other UN specialized agencies, representatives and officials in national governments and international organizations, local non-governmental organizations and national research institutes; Ensures appropriate mechanisms to facilitate collaboration and exchange of information both in and outside of the UN system as it relates to ecosystems and biodiversity related matters; Organizes and participates in relevant work groups, meetings, conferences, consultations with other agencies and partners on issues related to ecosystems and biodiversity; Establishes strong partnership with UN sister agencies and MEA secretariat focal points in the region, external partners to leverage capacity building support and facilitate access to technology on biodiversity related issues, particularly with and in support of biodiversity-related MEAs such as the United Nations Conventions on the Ramsar Convention and the Regional Seas Conventions, among others.

4) Performs other related duties.

### Competencies

**PROFESSIONALISM:** Knowledge of, and ability to apply rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyse and format data across the full range of finance and budget functions, including programme development and database management, claims and treasury operations. Ability to identify and resolve data discrepancies and operational problems. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**COMMUNICATION:** Speaks and writes clearly and effectively, tailors language, tone, style and format to match audience; 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.

### Education

Advanced university degree (Master's degree or equivalent) in environment, development or project management, or a related field. 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 seven years of progressively responsible experience in project or programme management is required.

Experience in ecosystems management is desirable.

Experience in environmental management is desirable.

Experience in environmental policy and implementation is desirable.

Experience in large multinational organization is desirable.

### Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Arabic is required, Knowledge of another UN language is desirable.

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

### Assessment

Evaluation of qualified candidates for this position may include a substantive assessment which will 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.

For this position, applicants from the following Member States, which are unrepresented or underrepresented in the UN Secretariat as of 30 June 2021, are strongly encouraged to apply: Afghanistan, Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, Cabo Verde, Cambodia, China, Comoros, Cuba, Democratic People's Republic of Korea, Djibouti, Dominica, Equatorial Guinea, Gabon, Grenada, Guinea-

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Bissau, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Libya, Liechtenstein, Luxembourg, Marshall Islands, Federated States of Micronesia, Monaco, Mozambique, Namibia, Nauru, Norway, Oman, Palau, Papua New Guinea, Qatar, Republic of Korea, Russian Federation, Saint Lucia, Saint Vincent and the Grenadines, San Marino, Sao Tome and Principe, Saudi Arabia, Solomon Islands, Somalia, South Sudan, Suriname, Timor-Leste, Turkey, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu, Bolivarian Republic of Venezuela.

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 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 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

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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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