



## NOTIFICATION AUX PARTIES

N° 2014/026

Genève, le 16 juin 2014

CONCERNE:

### Avis de vacance de postes

1. Le Secrétariat envoie, ci-joint, aux Parties les avis de vacance de postes concernant les postes de:
  - Chef, Services scientifiques
  - Assistante du Service des sessions
2. Les organes de gestion des Parties sont priés instamment de transmettre des copies de ces documents aux candidats potentiels.

Posting Title : Chief, Scientific Support, P5  
Job Code Title : Chief of Section, Programme Management  
Department/ Office : United Nations Environment Programme  
Location : GENEVA  
Posting Period : 27 May 2014 - 26 July 2014  
Job Opening number : 14-PGM-UNEP-33901-R-GENEVA (X)

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

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### **Special Notice**

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. In such cases, please resubmit the application, if necessary. 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 United Nations system's 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. CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora) is an international agreement between states. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival ([www.cites.org](http://www.cites.org)). The CITES Secretariat is administered by UNEP and is located in Geneva, Switzerland. This post is located in the CITES Secretariat at the Geneva duty station.

### **Responsibilities**

Under the direct supervision of the Secretary-General of CITES, the incumbent will perform the following functions: 1. To direct, co-ordinate and supervise the work of the Scientific Services Team (SST): Organize the provision of all needed scientific and Secretariat

assistance to the Animals Committee and Plants Committee; Planning and formulating priority objectives for the work programme; Ensure that Resolutions and Decisions in particularly those related to species that are traded in significant quantities and referred to the SST, are handled efficiently and that all actions agreed by the Standing Committee and referred to the SST are completed in the timeframe specified; Design, develop and ensure proper implementation of projects on the biological status and sustainable use of species in the trade; Provide advice to Parties to assist them and the Conference of the Parties in applying the Biological Criteria to determine whether or not certain species should be listed in the CITES appendices and analyse and develop scientific assessments of species in international trade to assist Parties in their implementation of the Convention; Encourage and provide advice to Parties to assist them in the development and implementation of recovery plans for Appendix-I species; Plan, organise and clear documentation related to the work of the SST required for meetings of the Conference of the Parties. 2. Establish contacts with the Scientific Authorities; Identify, assess and advise on CITES problems relevant to the countries of the region; Provide advice to facilitate the identification of needs of Parties in the region and to ensure provision of appropriate assistance; Participate in relevant fora to inform countries about CITES and its mission and attend regional CITES meetings. 3. To manage the programmatic, human and financial resources allocated to the team: Keep under continuous review the evolution and execution of work programmes in the SST; Develop work plans and implement the e-Performance programme; Discuss and develop performance indicators with staff, ensure that deadlines are met for completion; Prepare the Unit's working programme and budget and monitor the financial resources available for the execution of the work programme and ensure optimal use thereof; Ensure the proper establishment and maintenance of databases related to the work. Perform other relevant duties as assigned as representing CITES at meetings.

### **Competencies**

**Judgement/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.**Professionalism:** 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, and; remains calm in stressful situations.**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, and; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.**Planning & Organization:** 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, and; 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 the audience, and; demonstrates openness in sharing information and keeping people informed.

### **Education**

Advanced university degree (Master's degree or equivalent) in environmental or biological science 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 10 years of progressively responsible experience in environmental or biological science or related area is required. Experience in an international environment is desirable. Qualifying years of experience are calculated following the receipt of the first level university degree recognised by the United Nations.

### **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 another UN language 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**

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. 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.

### **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.

Posting Title : MEETINGS SERVICES ASSISTANT, G6  
Job Code Title : MEETINGS SERVICES ASSISTANT  
Department/ Office : United Nations Environment Programme  
Location : GENEVA  
Posting Period : 30 May 2014-29 June 2014  
Job Opening number : 14-CON-UNEP-33565-R-GENEVA (X)

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### **Special Notice**

This position is open for recruitment for an initial period of one year and may be subject to extension. Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. The candidate is responsible for any travel expenses incurred and visa or work permit issues in order to take-up the appointment. 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. 1. All applicants are strongly encouraged to apply online as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. Online applications will be acknowledged where an e-mail address has been provided. 2. If you do not receive an e-mail acknowledgment 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.

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### **Responsibilities**

Under the supervision of the Chief of Governing Bodies and Meeting Services, the incumbent will perform the following duties: 1. Prepare and draft statements of requirement for potential host government. 2. Maintain a program of official CITES Meetings. 3. Liaise with host governments to make appropriate arrangement for meeting room facilities and ensure that meeting facilities and equipment are appropriate. 4. Prepare, in consultation with the Administrative and Fund Management Officer, cost estimates for the meetings of the Conference of the parties. 5. Prepare and send invitation to parties, UN agencies and governmental and non-governmental organizations as appropriate. 6. Draft allocation of responsibilities for each meeting and liaise with temporary staff about assignments. 7. Prepare roster and proposals for hiring of conference staff including translators, interpreters and rapporteurs. 8. Liaise with UNON offices, host government, representatives and international organization in order to obtain staff meeting rooms and facilities and other contributions to meetings. 9. Maintain the database for the registration of participants at meetings. 10. Liaise with meeting participants concerning facilities exhibition, visa requirement. 11. Make travel and accommodation arrangements for participants being financed by or through the Secretariat. 12. Make travel and accommodation arrangement for participants financed through the Secretariat. 13. Monitor daily production of documents during meetings. 14. Supervise general services staff with regards on tasks assigned during meetings. 15. Analyze the requirements after each meeting and identify possible improvement in arrangement, cost reduction and drafts revised statement of requirements. 16. Perform other related duties as assigned.

### **Competencies**

- **Professionalism:** Ability to research, select, organize and summarize information required for the preparation of meetings. Ability to work fast and remain calm under extreme pressure highly desirable. Shows pride in work and in achievements; 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.
- **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; Demonstrates openness in sharing information and keeping people informed.
- **Planning & 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.
- **Client Orientation:** Good customer care and interpersonal skills are an advantage; Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

### **Education**

Completion of secondary education is required. Additional training in administration, logistics or other relevant field desirable.

**Work Experience**

A minimum of 7 years of experience in conference support, travel arrangement or related fields is required. Experience in servicing intergovernmental meetings is 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. Knowledge of another official United Nations language is an advantage.

**Assessment Method**

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

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