



United Nations Environment Programme

برنامج الأمم المتحدة للبيئة • 联合国环境规划署
PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT • PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE
ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

Consultancy – job description

The Division of Technology, Industry and Economics (DTIE) of the United Nations Environment Programme (UNEP) is seeking a junior consultant to support the activities of the tourism and environment programme.

Short description:

The consultant will be working within the Division of Technology, Industry and Economics (DTIE) of the United Nations Environment Programme (UNEP) based in Paris, France. The length of the contract will be 6 months with a possibility of extension and starting as soon as possible. The consultant will be working full-time and supporting the development of selected activities on tourism.

More specifically the consultant is going to assist the sustainable tourism programme officer in the implementation of the Global Partnership for Sustainable Tourism, as well as support activities for the EU project “Excellence in Energy for the Tourism Industry – Accommodation sector: SME hotels”.

Tasks and responsibilities:

1. Assist in the implementation of the Global Partnership for Sustainable Tourism under the convention of UNEP-DTIE with MEEDDM.

In particular the following tasks will be carried out:

- contribute to project activities, including development of technical materials and publications, organizing panels and workshops, participate in working meetings and reviewing partner inputs;
- undertake research and provide input for the development of the projects;
- assist in project administration, including internal and external reporting, and in coordination of translation, lay-out and printing of relevant material
- draft reports and maintain reporting progress on implementation and monitoring
- Support the implementation of the following projects under the supervision of the tourism programme officer:
 - Support the logistics and organization of the Annual General Meeting in Costa Rica
 - Support the implementation of the secretariat of the Global Partnership in UNEP.
 - Support technical assistance to the Partnership projects and activities.

2. EU project: Excellence in Energy for the Tourism Industry – Accommodation sector: SME hotels.

- Support communication outreach strategies to enhance uptake of the HES tool
- Support the delivery of UNEP activities as agreed in the project document and development of UNEP reports to the EC

3. Sustainable Investment and Finance in Tourism initiative (SIFT)

- Support the SIFT Network’s communications and report tracking (conference calls, information requests) under supervision of the Tourism Programme Officer
- Support consultations with the SIFT advisory committee’s technical review of the SIFT Business Plan.
- Support the development of a SIFT fundraising strategy through desk research, and identification of key stakeholders to be contacted.
- Preparation of documents and correspondence with potential network members
- Support the launch of the SIFT Network and the drafting of background papers, the logistics of meetings, and meeting agendas.



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Qualifications / special skills or knowledge:

- **Academic qualifications:** Master's degree in tourism, business management, sustainability management related discipline;
- **Communication:** Good communication skills, English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French is required. Knowledge of another UN official language is an advantage.;
- **Planning and organization:** Allocates appropriate amount of time and resources for completing work;
- **Teamwork:** Works collaboratively with other project team members to achieve projects goals; willing to learn from others, and able to work in multi-cultural, multi-ethnic environment; Operates with transparency; follows through on agreed actions.

Duration:

6 months assignment – starting date **September 2010 to December 2010.**

The person interested in this consultancy is kindly requested to send their Curriculum Vitae with a cover letter (max. 1 page) stating why they would be a suitable candidate for this job. Documents should be sent to tourism@unep.org. **Deadline to apply is 15 September 2010.** Selected candidates will be contacted by 20 September 2010.