

**Position of Special assistant in the United Nations Environment Programme  
Division of Technology, Industry and Economics, Paris**

Level: P3

Location: The post is located in UNEP's Division of Technology, Industry and Economics, DTIE, in Paris.

**Terms of reference**

The incumbent will be expected to provide operational and management support to the Director of the Division as well as act as focal point for inter and intradivisional operations and processes

Summary of the main assigned duties:

1. Ensure management support:
  - Monitor the implementation of Decisions from Division meetings as well as from UNEP's Senior management Team that are of relevance to the Division;
  - Ensure that adequate information is circulated between the Director's office and the Branches/Units within the Division;
  - Assist the Director in liaising with other UNEP Divisions to ensure smooth communication of information and coordination.
  - Draft responses to specific requests for UNEP senior management and the outside.
2. Prioritize Director's agenda and ensure that timely and quality briefings/notes are provided to the Director, in particular:
  - Organise and oversee the director's agenda
  - Coordinate the organization of the director's missions.
  - Prepare speeches and other inputs for presentation by the Director to meetings with other UN agencies, governments; Non Governmental Organizations (NGO), Institutions and partners in general ;
  - Coordinate and ensure quality of the briefings prepared for the director
3. Provide operational support to the Director:
  - Dealing independently with matters that do not need to be brought to the Director's attention.
  - Consulting with appropriate chief of branches and units and drafting replies as appropriate.
  - Prioritizing important correspondence and issues for Director attention ensuring that all matters coming in and out of the Director's office are established and followed;
4. Organise special events for the Division and represent the Division at meetings, as requested, as well as assist in the preparation of working documents for various international and intergovernmental meetings.

## Profile

- Advanced university degree in areas/sectors/disciplines in environmental sciences, management, political science or law or a first university degree with a relevant combination of professional and academic qualifications.
- At least 5 years of progressively responsible work experience in the programme areas associated with this post are required, including some at the international level. Knowledge of the UN system is an advantage.
- English and French are the working languages of the United Nations Secretariat. For this position, fluency in oral and written English and French is required.

*If you are interested in this position, please send your CV to Fanny Demassieux: [fdemassieux@unep.fr](mailto:fdemassieux@unep.fr) as soon as possible and by 30<sup>th</sup> June latest.*