



VACANCY ANNOUNCEMENT

(Issue date: 7 April 2009)

VACANCY NOTICE NO.:	Na-09-21
ORGANIZATION:	UNEP/DTIE/ROA
DUTY STATION(S):	Nairobi
FUNCTIONAL TITLE:	Associate Programme Officer (Energy Policy Support)
GRADE:	L-2
BAC NUMBER:	
DURATION:	One Year (renewable)
CLOSING DATE:	30 April 2009

Background

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.

UNEP's Division of Technology, Industry and Economics (DTIE) is responsible for the implementation of UNEP's thematic priority areas climate change and resource efficiency in close coordination with the other UNEP Divisions and partners. Through its Energy Programme it provides policy makers in governments and industry with relevant, practical, timely information and aims to improve their skills so that they can make better, more informed decisions concerning energy policies, practices, and investments.

UNEP's Regional Office for Africa (ROA) promotes intergovernmental policy dialogue and regional cooperation, increases national capacity for environmental management and response emergencies, raises awareness and enhances information exchange, and translates global policies into regional action. The regional office coordinate UNEP's programme of work in the region and ensures and strengthens cooperation between UNEP and the major regional and sub-regional partners. It covers all 53 countries in the continent.

The rationale for UNEP's involvement in the energy field is that the extraction, production, transportation, and use of fossil fuels adversely affect the environment at the local, regional, and global levels. Energy systems that provide needed services with a reduced environmental impact are critical to sustainable development, as well as to achieving the main goal of the UN Framework Convention on Climate Change of stabilizing greenhouse gas concentrations in the atmosphere. UNEP's work focuses on both energy efficiency and renewables, including bioenergy, and covers supporting policy frameworks, finance and technology.

Bioenergy has traditionally been one of the most dominant sources of energy worldwide, accounting for 14% of the world primary energy supply and up to 90% in some developing countries. Currently we witness increased interest in modern bioenergy both by governments and industry due to its potential to reduce CO2 emissions, ensure energy security and help further rural development. However, production, conversion, transportation and use of bioenergy also have environmental, social and economic risks. Lately, land use has been identified as probably the limiting factor for the sustainable bioenergy potential, as changes of land use may come along with loss of biodiversity, increased GHG emissions and competition with production of food and materials. The extent to which benefits and negative consequences arise depends much on local conditions, the crops and resources used, and the management systems in place. Therefore, decision-makers need to have information and specific tools at their disposal to make informed decisions and develop integrated policies and strategies, and UNEP is developing science based information and decision-making tools and is offering a energy support facility through which governments can apply for ad hoc, rapid and targeted support, including:

- ⇒ Targeted consultations to identify and formulate the key issues and policy trade offs
- ⇒ Science-based information, including on resource efficiency concerns relevant to Bioenergy to help establish the bioenergy baseline
- ⇒ Advice on legal frameworks, planning and management tools

⇒ Processes to facilitate integrated decision making

Duties and Responsibilities

Under the direct supervision of the Head of Policy Unit / Energy Branch and the general supervision of the Director of the UNEP Regional Office for Africa, the incumbent will:

1. Help implement the Bioenergy Support Facility in the region:
 - ⇒ Review applications from requesting countries for policy advice and technical assistance and make recommendation to the head of the Policy Unit of the Energy Branch and the Director of ROA for providing, declining or making an alternative proposal for such support (for the latter option, with the inclusion –if necessary- of additional sustainability safeguards). As appropriate conduct fact finding process with country representatives to define the exact nature and extend of support needed;
 - ⇒ Prepare, in close consultation with the head of the Policy Unit of the Energy Branch, a detailed support programme outline for each intervention, with scope, distribution of the available budget, and delivery timeline;
 - ⇒ Map relevant experts, resource people and centers of excellence to meet these needs, both within UNEP and outside;
 - ⇒ Contribute to the development of different support tools and processes that can be adapted to specific country needs, i.e. mapping, business models, overview of policies and measures;
 - ⇒ Coordinate all support activities; Draft Terms of References for various experts to be involved and prepare outside experts' contracts; Maintain contacts with government officials and all experts involved; Support the centers of excellence to engage in the development of mapping tools and/or delivery of hand-holding services for the application of sustainability criteria and other substantive technical support as appropriate; Organise training sessions, including compilation of background materials; Monitor the timely delivery of these activities.
2. Help crystallize lessons learnt from the Bioenergy Support Facility in the region for potential scale up in the region, and potential expansion of scope to all energy related requests:
 - ⇒ Compile outputs produced by experts, synthesize them, and highlight lessons learnt that could be used for outreach to other recipient countries;
 - ⇒ Prepare outreach materials that can be used to further raise awareness of the need of and options for Bioenergy and broader renewable energy planning
3. Help maintain partnerships and working relationships with key regional organizations (e.g. Regional Economic Commissions, Regional Integration Organizations, Regional Development Banks, etc.) and other UN agencies.
4. Facilitate information flow and communications within the Regional Office and between the Regional Office, DTIE and other UNEP Divisions:
 - ⇒ Act as UNEP climate change focal point in the Regional Office, helping to liaise and facilitate information flow between the Regional Office, the Divisions and the Head of Policy Unit.
 - ⇒ Keep abreast of relevant Bioenergy and broader renewable energy activities and initiatives within the region and circulate relevant regional information to UNEP Divisions/Regional Office team to ensure awareness of sustainable energy developments.
 - ⇒ Support the development and maintenance of the UNEP bioenergy website gathering relevant materials from across UNEP.
5. Participate in international meetings and support activities of the Energy Branch as appropriate and relevant to the work conducted in the bioenergy and broader renewable energy area.

Qualifications:

Education:

Advanced university degree (Master' degree or equivalent) in natural resource management, environmental or development economics, environmental law, engineering or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of three years of progressively responsible experience in environment, climate change, energy and/or development. Demonstrated experience in programme and project management preferably in the field of environment and energy. Demonstrated knowledge of UN programming processes at the country and regional level an advantage.

Competencies:

1. **Professionalism** – Demonstrated professional competence in the area of this post; strong analytical skills and ability to conduct research in the subject matter; ability to deliver outputs by deadline, ability to work under pressure within tight deadlines, maintaining good communication with strategic stakeholders; providing leadership to assessment teams in the field and solving practical problems that arise.
2. **Planning and organizing** - Ability to develop clear goals that are consistent with agreed strategies and action plans; ability to develop, implement and evaluate programme components relating to buildings, energy, climate change and sustainability; ability to foresee risks and allow for contingencies when planning.
3. **Communications** – Excellent drafting and communication skills, both written and oral; ability to prepare project documents, strategy papers, briefing notes and reports that are clear, concise and meaningful for both technical and non-technical audiences; ability to establish and maintain good working relationships with a broad range of people to implement organizational objectives.
4. **Teamwork** – Strong interpersonal skills, with ability to establish and maintain effective working relationships, both internally and externally, with people of different national and cultural backgrounds; ability to work independently and to participate effectively in a team-based information sharing environment.
5. **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments.

Languages:

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is required. Knowledge of French is a plus.

Other Desirable skills:

Fully proficient computer skills and use of relevant software and other applications (e.g. work processing, spreadsheets, internal databases and internet) required.

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. **See UN website**
http://www.un.org/Depts/OHRM/salaries_allowances/index.html.

Preference will be given to equally qualified women candidates.

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 applications to be sent to the following address on or before the deadline of **30 April 2009**. Applicants should send a completed United Nations P.11 or Galaxy Personal History Form together with a covering letter of one to two pages summarizing how they meet the requirements of the job to:

Head of Policy Unit / Energy Branch
United Nations Environment Programme
Division of Technology, Industry and Economics
15 Rue de Milan
75441 Paris Cedex 09
Paris, France
Email: martina.otto@unep.org

UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the email address above.

PLEASE QUOTE VACANCY ANNOUNCEMENT NO.: NA-09-21

UNEP does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee please contact: recruitment@unon.org.