



# UNITED NATIONS ENVIRONMENT PROGRAMME

Programme des Nations Unies pour l'environnement      Programa de las Naciones Unidas para el Medio Ambiente  
Программа Организации Объединенных Наций по окружающей среде      برنامج الأمم المتحدة للبيئة  
联合国环境规划署



## VACANCY ANNOUNCEMENT

(Issue date: 10 June 2009)

### NOTE:

The Executive Director reserves the right to appoint a candidate at a level lower than the advertised level of the post. 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.

VACANCY NOTICE NO.:	NA-09-40
ORGANIZATIONAL LOCATION:	UNEP/DTIE
DUTY STATION:	Paris, France
FUNCTIONAL TITLE:	Programme Officer
GRADE:	L-3
POST NUMBER:	
DURATION:	Eighteen months
CLOSING DATE:	19 June 2009

### Background

The United Nations Environment Programme (UNEP) is the United Nations systems 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. The overall objective of the UNEP's Division of Technology, Industry and Economics (DTIE) is to encourage decision makers in government, local authorities, and industry to develop and adopt policies, strategies and practices, and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals, and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices, and other tools that assist in environmentally sound decision making and the building of corresponding activities.

This vacancy announcement is for a position within DTIE's Energy Branch that will fill a role in two new programmes in particular, the Indonesia Solar Lending Programme and the African Carbon Asset Development (ACAD) Facility. Both programmes contribute to UNEP's climate change programme by promoting the deployment and finance of low greenhouse gas emitting technologies and promoting the use of carbon finance in developing countries. The objective of the ACAD Facility is to create a self-sustaining pipeline of carbon finance projects in Africa. The Facility provides support lines to tackle the main barriers standing in the way of carbon market scale-up in Africa: elevated transaction costs; a lack of carbon finance and technical expertise; and gaps in project funding. The second programme, the Indonesia Solar Lending Programme, provides stimulus for the creation of a sustainable commercial market for solar energy technology in Indonesia, using an innovative consumer finance model to tackle the ongoing

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reluctance of financial institutions to provide credit for solar technologies, the correspondingly unfavourable interest rates for the purchase of small-scale solar energy products, and their high up-front costs. The Indonesia Solar Lending Programme forms critical partnerships between local financial institutions, solar vendors, and users to improve loan terms and ease the loan application process for borrowers, while also developing solar product quality standards and improving market and public awareness.

### **Duties and Responsibilities**

The Programme Officer will implement projects in the Energy Branch related to carbon finance and renewable energy finance and focus on two programmes, the ACAD Facility and the Indonesia Solar Lending Programme. Under the supervision of the Programme Officer, the Programme Officer will have the following responsibilities:

1. Implement the ACAD Facility
  - a Support overall ACAD programme planning, ensuring the coordination and implementation of each programme component.
  - b Prepare work plan for approval by the supervisor.
  - c Prepare progress reports to the Steering Committee, and monitor progress against the project workplan and budget.
  - d Perform stakeholder consultation missions to identify and collaborate with expert consultants and financial institutions for project development and to perform and coordinate related fund-raising and proposal-writing activities.
  - e Plan and organize a number of advanced carbon project development workshops and networking/deal-making events in collaboration with financial institutions and technical experts.
  - f Ensure the smooth flow of communication and responsiveness to key stakeholders, responding to their concerns, observations, and requests, and liaising with financial institutions, government officials, donor representatives, and community organizations.
  - g Coordinate project implementation roles between DTIE, collaborating partners, international and local consultants, and partner financial institutions.
  - h Ensure programme goals and objectives are met within the agreed upon time-frame and budget, and are consistent with donor agreements; undertake corrective action as needed.
  - i Supervise the contracting of consultants, and disbursements made upon accomplishment of deliverables and contract milestones.
  - j Keep donors and key other stakeholders informed on actual and potential obstacles towards successful implementation of the programme and recommend possible solutions or adjustments as needed.
  
2. Implement the Indonesia Solar Lending Programme
  - a Support overall programme planning, ensuring the coordination and implementation of each programme component.
  - b Prepare work plan for approval by the supervisor.
  - c Perform stakeholder consultation missions to identify and collaborate with partner organizations, financial institutions, and technology providers.
  - d Collect and consolidate input from local and international renewable energy and finance experts to compile a market analysis and feasibility study.
  - e Clearly communicate and coordinate project implementation roles between DTIE, collaborating partners, and partner consultants and financial institutions.
  - f Supervise the contracting of consultants and oversee their work products.
  - g Ensure a smooth flow of communication and responsiveness to key stakeholders, responding to their concerns, observations, and requests.
  - h Follow up on agreements with donor representatives, government officials, local community organizations, and the UNEP Regional Office for Asia and the Pacific.

- i Ensure programme goals and objectives are met within the agreed upon time-frame and budget, and are consistent with donor agreements; undertake corrective action as needed.
  - j Keep donors and key other stakeholders informed on actual and potential obstacles towards successful implementation of the programme and recommend possible solutions or adjustments as needed.
3. Contribute to new DTIE programme proposals in the area of carbon finance and renewable energy finance.
  4. Systematically keep track of government actions and initiatives of organizations with respect to new appropriations, policy changes, and funding and financing trends relating to renewable energy, carbon finance, and energy efficiency.

**Qualifications:**

**Education**

Advanced university degree (Master's degree or equivalent) in environmental policy or engineering, with a specialization in environmental policy, energy, and/or finance.

**Experience:**

A minimum of five years of work experience is required in the energy and/or environmental sectors, with significant project experience in developing countries, particularly Indonesia and Africa. This experience should include management of projects consisting of commercialization of renewable energy technology and carbon finance in developing countries with economies in transition, and consisting of a technological component.

**Competencies:**

**Professionalism** - The Programme Officer must be able to manage multi-tasked technical projects, have field-level project design, monitoring, and implementation experience, foster cooperation in adopting new approaches, and oversee the implementation of joint activities. Demonstrated professional competence in the area of programme/project development, management and administration; Knowledge and understanding of programmes, concepts and applied approaches relevant to key global environmental issues, with particular knowledge of waste management; Strong analytical skills and ability to conduct research in the subject matter; Ability to work under pressure within tight deadlines, ensuring quality of programmatic outputs and services.

**Planning and organizing** - Ability to develop clear goals that are consistent with agreed strategies and action plans; Ability to identify priority activities; Ability to monitor own work plan in a multi-priority environment; Ability to foresee risks and allow for contingencies when planning.

**Communication** - Excellent 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.

**Language Requirements:**

English and French are the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is an absolute requirement. Working knowledge of other UN official languages is an advantage.

**Other Desirable skills and Competencies:**

The successful candidate must demonstrate excellent teamwork skills. He or she will have experience working in an international environment, a demonstrated ability to achieve results and effectiveness in working effectively with a wide range of stakeholders. Specifically, he or she should have demonstrable experience with fostering co-operation among public officials and relevant stakeholders and experts. Excellent computer skills (Word, Excel, PowerPoint) are also required.

Interested applicants are requested to send a detailed curriculum vitae including date of birth, nationality, educational qualifications, a summary of professional skills and/or expertise, a summary of relevant work experience and languages spoken, or to complete a United Nations Personal History form (P11), available on UNEP's website at: [www.unep.org/vacancies/](http://www.unep.org/vacancies/)

Depending on professional background, experience and family situation, a competitive compensation and benefit package is offered (see the United Nations website: [www.un.org/Depts/OHRM/salaries\\_allowances/index.html](http://www.un.org/Depts/OHRM/salaries_allowances/index.html) )

**Preference will be given to equally qualified female candidates.**

All applications to be sent to the following address on or before the deadline:

Jan Kappen  
Programme Officer, Energy Branch  
United Nations Environment Programme  
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75441 Paris cedex 09  
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Phone inquiries: (33-1) 44 37 76 15  
e-mail: c/o Liliane Chaljub [liliane.chaljub@unep.org](mailto:liliane.chaljub@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-09-40  
(Applications without Correct Vacancy Number will not be Considered)**

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](mailto:recruitment@unon.org)