



Job Opening

Job Title:	CHIEF OFFICER, Secretariat of the Multilateral Fund for the Implementation of the Montreal Protocol, D2
Department/ Office:	United Nations Environment Programme
Duty Station:	MONTREAL
Posting Period:	13 February 2013-24 April 2013
Job Opening Number:	13-PGM-UNEP-26476-D-MONTREAL (X)

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

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. The Secretariat of Multilateral Fund (MFS) for the Implementation of the Montreal Protocol is dedicated to reversing the deterioration of the Earth's ozone layer. It was established in 1991 to assist developing countries to meet their Montreal Protocol commitments in complying with the control measures of the ozone-depleting substances. The Fund Secretariat in Montreal assists the Committee in this task. The Secretariat is administered by UNEP. This post is located in UNEP/MFS at the Montreal duty station. Under the guidance and instruction of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol, the Chief Officer will assist the Executive Committee in the discharge of its functions and report to it.

Responsibilities

Directing the development of the Multilateral Fund strategic plan, operational policies and guidelines. Developing three-year budgets and plans for the Multilateral Fund for consideration by the Executive Committee. Managing the financial resources and developing plans and strategies on the basis of available financial resources. Managing relations with, and coordinating the work of the implementing agencies of the Multilateral Fund: UNDP, UNEP, UNIDO and the World Bank. Establishing and managing effective relations with Article 5 countries to promote environmental issues and ensure the achievement of the Montreal Protocol phase-out targets. Directing the assessment of activities and projects established on the basis of developing countries' compliance needs. Effectively managing the Secretariat by providing leadership in fostering UN values and principles through setting performance objectives and standards, conducting performance appraisals, assessing staff training needs, and establishing short and long term goals and objectives.

Competencies

Professionalism: Demonstrates professional competence and mastery of subject matter, is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Accountability: Operates in compliance with organizational rules and regulations, delivers outputs within prescribed time, cost and quality standards. Communication: Listens to others, correctly interprets messages from others and responds appropriately. Demonstrates openness in sharing information and keeping people informed.

Leadership: Is proactive in developing strategies to accomplish objectives. Drives for change and improvement; does not accept the status quo. Empowers others to translate vision into results. **Managing performance:** Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Monitors progress against milestones and deadlines.

Education

Advanced university degree at masters or preferably Ph.D. level would be required with preference in economics, business administration, finance, public administration or any other relevant field.

Work Experience

A minimum of 15 years of professional working experience related to policy development, project evaluation and implementation, with at least 7 years at a senior level. Qualifying years of experience are calculated following the receipt of the first-level university degree recognized by the United Nations. Experience in dealing with international organizations and national governments as well as extensive knowledge of UN and UNEP policy and decision making structure 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. Working knowledge of another UN languages is an advantage.

Assessment Method

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

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.

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.

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.