

Annex XXVII

VACANCY ANNOUNCEMENT CHIEF OFFICER, D-2

DEADLINE FOR APPLICATIONS: [15 March 2013]
DATE OF ISSUANCE: [15 January 2013]
ORGANIZATIONAL UNIT: United Nations Environment Programme
DUTY STATION: Montreal
VACANCY ANNOUNCEMENT NUMBER - xx-PGM-UNEP-xxxxxx-MONTREAL
NUMBER:

Organisational Setting And Reporting

This position is located in Montreal. 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.

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

Responsibilities

Specifically, the incumbent is expected to:

1. Direct the development of the Multilateral Fund strategic plan, operational policies and guidelines, including funding allocation, project approval and evaluation policies and guidelines for adoption by the Fund's Executive Committee.
2. Develop three-year budgets and plans for the Multilateral Fund including allocation of Fund resources among the implementing agencies (UNDP, UNEP, UNIDO, World Bank, and bilateral agencies) for consideration by the Executive Committee.
3. Manage the financial resources of approximately \$3 billion that has so far been allocated for the implementation of the Montreal Protocol. Develop plans and strategies on the basis of available financial resources to ensure the achievement of the Montreal Protocol phase out targets by 145 developing country Parties to the Protocol. Facilitate the monitoring of Fund expenditures by the Executive Committee. Ensure expeditious payment of contributions to the Fund by the Parties to the Protocol, and promote additional contributions from other sources.
4. Manage relations with, and coordinate the work of, the implementing agencies of the Multilateral Fund: UNDP, UNEP, UNIDO and the World Bank and several bilateral agencies to promote international cooperation and ensure successful coordination and partnership in the achievement of Montreal Protocol objectives by speedy identification and implementation of investment and non-investment projects in developing countries.
5. Establish and manage effective relations with Article 5 countries, their governments and representatives, to promote environmental issues and ensure the achievement of the Montreal Protocol phase out targets. Direct the provision of technical, legal and institutional advice and assistance to Governments in the development of legally binding instruments for the implementation of the Montreal Protocol.
6. Direct the assessment of activities and projects established on the basis of developing countries' compliance needs to ensure that they meet compliance targets agreed with the Executive Committee and report the results to the Committee. Prepare annual reports to be presented to the meeting of Parties on the activities of the Multilateral Fund.
7. Effectively manage the Secretariat by providing leadership in fostering UN values and principles.

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 organisational regulations and rules, delivers outputs within prescribed time, cost and quality standards. Vision: identifies strategic issues, opportunities and risks. Generates and communicates broad and compelling organisational direction, inspiring others to pursue the same direction. Communication: interprets messages from others and responds appropriately and demonstrates openness in sharing information and keeping people informed. Leadership: proactive in developing strategies to accomplish objectives and drives for change and improvement. Empowering others: empowers others to translate vision into results. Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work. Involves others in decision making, showing appreciation and encourages others to set challenging goals and holds them responsible for achieving results related to their area of responsibility. Managing performance: ability to monitor and appraise programme implementation, progress against milestones.

QUALIFICATIONS

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

At least 15 years managerial experience related to policy development, project evaluation and implementation, with at least 7 years at a senior level. Extensive knowledge of the UN charter bodies, policy and decision-making structure, UNEP policy and global environment issues. Formal and/or practical training in staff management, policy analysis and development, environmental planning, programming and budgeting.

Languages

Fluency in oral and written English essential. Good working knowledge of another United Nations official language an asset

Other Skills

Experience in dealing with international organizations and national governments. The position requires political sensitivity and tact.

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Special Notice

- This is extra budgetary post and extension of the appointment is subject to the availability of the funds.
- 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.
