

ANNEX I

Job description

TITLE:	Chief Officer, Secretariat of the Multilateral Fund for Ozone Layer Protection under the Montreal Protocol
LEVEL:	D-2
DUTY STATION:	Montreal, Canada
FUNCTIONS:	Under the guidance and instruction of the Executive Committee of the Multilateral Fund, the Chief Officer will assist the Executive Committee in the discharge of its functions and report to it. The Chief Officer, nominated by the Executive Committee, is appointed by the Executive Director of the United Nations Environment Programme (UNEP). The Fund Secretariat operating under the Chief Officer is co-located with UNEP. The Chief Officer will carry out the following functions: (a) Develop for consideration and adoption by the Executive Committee specific operational policies, guidelines and administrative arrangements, including those relevant to the disbursement of resources, monitor the implementation of these policies, guidelines and arrangements and report thereon to the Executive Committee; (b) Develop for consideration by the Executive Committee and adoption by the meeting of the Parties to the Protocol the three-year plan and budget for the Multilateral Fund, including allocation of Multilateral Fund resources among the implementing agencies (UNDP, UNEP, World Bank, regional development banks and other agencies); (c) Develop and manage arrangements with the implementing agencies for the programme as approved by the Executive Committee; (d) Prepare performance reports on the implementation of activities supported by the Multilateral Fund for regular review by the Executive Committee; (e) Facilitate the monitoring and evaluation of expenditure incurred under the Multilateral Fund by the Executive Committee;

- (f) Assess activities or projects established on the basis of country specific studies and presented with a view to support from the Fund, including those related to meeting agreed incremental costs so as to ensure that they meet criteria set by the Executive Committee, and to report thereon to the Committee;
- (g) Present for approval by the Executive Committee, as appropriate, project proposals or groups of project proposals where the agreed incremental costs exceed \$500,000;
- (h) Prepare the Executive Committee's review of any disagreement by a Party operating under paragraph 1 of Article 5 with any decision taken with regard to a request for financing by that Party of a project or projects where the agreed incremental costs are less than \$500,000;
- (i) Prepare the Executive Committee's annual assessment of whether contributions through bilateral co-operation, including particular regional cases, comply with the criteria set out by the Parties for consideration as part of the contributions to the Multilateral Fund;
- (j) Make preparations for the review and adoption by the Executive Committee of annual reports to be presented to the meeting of the Parties on the activities exercised under the functions outlined above;
- (k) Be responsible for the day-to-day administration of the Fund Secretariat;
- (l) Monitor the relevant activities of the implementing agencies;
- (m) Organize the meetings of the Executive Committee, including preparing documents and reports of the meeting;
- (n) Ensure that steps are taken for the Parties' expeditious payment of their contributions towards the Multilateral Fund and encourage additional contributions from other sources;
- (o) Perform such other functions as may be assigned to him/her by the Executive Committee.

QUALIFICATIONS: University degree in economics, finance, accounting, business administration, public administration of any other relevant field. Minimum of 15 years experience, and with at least 5 years at a senior level. Experience in dealing with international organizations and/or national Governments. Working knowledge of English is essential and knowledge of other United Nations language will be an asset.