

Job Title : PROGRAMME ASSISTANT, G6
Department/ Office : UNITED NATIONS ENVIRONMENT PROGRAMME
Location : BUSAN
Posting Period : 9 September 2011 - 9 October 2011
Job Opening number : 11-PGM-UN ENVIRONMENT PROGRAMME-21053-R-BUSAN (O)

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

Responsibilities

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 Environmental Policy Implementation (DEPI) works with international and national partners, providing technical assistance and advisory services for the implementation of environmental law and policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition. For nearly three decades the UNEP has fostered regional cooperation on behalf of the marine and coastal environment. The Action Plan for the Protection, Management and Development of the Marine and Coastal Environment of the Northwest Pacific Region (NOWPAP) is one of the 'Action Plans' which was adopted at the First Intergovernmental Meeting (IGM) in Seoul, Republic of Korea, September 1994, attended by People's Republic of China, Japan, Republic of Korea and Russian Federation. The Regional Coordinating Unit (RCU) is the nerve centre and command post of the Northwest Pacific Action Plan (NOWPAP) activities. Offices of the NOWPAP RCU have been established in Toyama, Japan, and in Busan, Republic of Korea since November 2004. This post is located in the UNEP, DEPI/NOWPAP RCU at the Busan duty station. Under the guidance and supervision of the Coordinator, Deputy Coordinator and the Scientific Affairs Officer the incumbent will be responsible for the following functions: 1. Projects: a) Assists in planning and preparation of programmes/projects; monitors status of programme/project proposals; takes necessary action to ensure project documents are completed and submitted to relevant parties for approval. b) Performs research, analysis and compilation of data on specific programmes/projects. c) Assists in the preparation and analysis of programme/project budget proposals; provides assistance in the interpretation of budget guidelines; reviews and coordinates submissions of proposals and budget estimates; proposes adjustments as necessary; prepares reports and ensures that outputs/services are properly categorized. d) Drafts correspondence and communication related to all aspects of programme/project administration. 2. Budget and Finance: a) Assists in the financial management of projects supported by the NOWPAP Trust Fund (managed by UNEP), in close cooperation with and

under general supervision of the Budget and Funds Management Service (BFMS/UNON). b) Assists in soliciting contributions to the NOWPAP Trust Fund. c) Monitors and records status of expenditures and allotments through IMIS, makes payments. d) Assists in the preparation of budget performance submissions. e) Assists in control of project expenditures, compare with approved budget and prepare budget revisions. 3. Public Awareness and Public Relation: a) Assists in developing plan for building NOWPAP public awareness and public relations b) Assists in the implementation the public awareness and public relations strategy, prepares promotional materials. c) Administers and maintains the NOWPAP website. d) Provides assistance in the production and delivery of information/communication products and services. Serves as an information focal point on NOWPAP activities for the local news agencies, public relations firms, etc. 4. General Administration: a) Drafts routine correspondence. b) Makes travel arrangements; purchases and provides maintenance for RCU office equipment; updates the inventory of non-expendable property; liaises with local and foreign companies for goods and services; organizes and coordinates administrative arrangements for conferences and performs other related administrative duties, as required. c) Assists the Deputy Coordinator in maintaining the liaison with the host and other local organizations.

Competencies

Professionalism – Very good understanding of the functions and organization of the work unit, and of the organizational structure and respective roles of related units in the branch and the Division. Good knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Ability to analyze and understand financial data; ability to extract, interpret, analyze and format data; ability to research and gather information from a wide variety of standard and non-standard sources; demonstrated ability to apply good judgement in the context of assignments given. Planning and organizing – Demonstrated organizational skills and ability to establish priorities. Ability to plan, coordinate own work and manage conflicting priorities. Communication – Good communication (spoken and written) skills, including ability to draft/edit a variety of correspondence and other communications, summary notes and reports. Teamwork – Strong interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Technology Awareness - Good computer skills; proficiency in using advanced functions on UN's standard computer applications, website management and/or project management software applications is desirable.

Education

Completion of secondary school or its equivalent; supplementary courses/training in accounting, project management or public relations is an advantage.

Work Experience

A minimum of 6 years of progressively responsible experience in the field of finance, accounting, human resources or other related fields. Experience in project management or public relations in an international organization an advantage. Experience within the UN

system an advantage.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Korean is required. Knowledge of another UN Official language would be an asset.

Assessment Method

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

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.