

Posting Title : Programme and Documentation Officer, P3  
Job Code Title : Programme Management Officer  
Department/ Office : United Nations Environment Programme  
Location : GENEVA  
Posting Period : 14 March 2014-13 May 2014  
Job Opening number : 14-PGM-UNEP-33018-R-GENEVA (X)

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

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### **Special Notice**

This position is open for recruitment for an initial period of one year and may be subject to extension. 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.

### **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 Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement between states. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival ([www.cites.org](http://www.cites.org)). The CITES Secretariat is administered by UNEP and is located at the Geneva duty station.

### **Responsibilities**

Under the direct supervision of the Chief of Governing Bodies and Meeting Services, the incumbent will perform the following functions: 1. Programme Implementation: a) Implement instructions from the text of the convention and of Resolutions and Decisions of the COP,

such as revision of Resolutions; b) Establish and maintain government official contacts, other UN and inter-governmental agencies, non-governmental organisations, diplomatic missions, among others, thereby ensuring appropriate collaboration and exchange of information both within and outside the UN system, on CITES issues in general; c) Lead the annual review of reference documents through communication with all staff, governments and organisations concerned; and after each meeting of the COP; d) Participate in the regular maintenance of the CITES website and of the document management database; e) Participate in planning and preparing the unit budget and work programme.

**2. Editing, Translation and Publishing:** a) Edit complex and politically, legally and scientifically sensitive material to ensure UN standards, policy and practice; b) Carry out more extensive editing where required, including re-writing, abridging and restructuring texts; c) Consult with author departments, committees, governments and other organisations and carry out research to clarify ambiguities and rectify substantive errors; d) Draw up editorial guidelines and determine desk-top publishing standards and practices; e) Assist staff, committees and delegations with drafting of documentation and provide advice on editorial policy and practice; f) Oversee production, processing, translation and revision of all official documentation including Notifications to the Parties and documents, executive summaries and summary records of CITES Committees; g) Provide leadership and work direction on the use of computer assisted translation tools; h) Carry out linguistic research and prepare terminological research glossaries and related reference tools. i) Establish and maintain a roster of external translators and counsels, assist and brief on procedures and Secretariat practices and on terminology of a broad range of subjects; j) Supervise Document Clerks.

**3. Conference of Parties (COP):** a) Supervise production flow of meeting documentation of COP; b) Counsel and assist précis-writers and brief them on procedures and practices of Secretariat and on terminology; c) Edit summary records, serve as monitor of the précis-writing teams and act as team leader of secretariat pool; d) Prepare documents for COP meeting proceedings.

**4. Perform other duties as assigned,** including preparation of special reports, representation of CITES in international meetings and participate in CITES activities.

## **Competencies**

- **Professionalism:** Demonstrates professional competence and knowledge of CITES; Ability to apply various United Nations administrative rules and regulations in work situations; Ability to identify issues, formulate opinions, make conclusions and recommendations; Ability to offer new and different options to solve problems or meet clients' needs, actively seeking to improve programmes or services; Ability to prepare accurate, concise financial reports or convincing rationale with respect to key decisions on financial management; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges.
- **Communication:** Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interests in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed objectives and strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for

contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently. • Accountability: Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments.

### **Education**

Advance university degree (Master's degree or equivalent) in natural environment and international legislation or related area. A first university degree in combination with qualifying professional and academic experience may be accepted in lieu of the advanced degree.

### **Work Experience**

A minimum of five (5) years of progressively responsible experience in an international environment, document control and production, Web maintenance or related field.

### **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 French is desirable. Knowledge of another UN official language is an advantage.

### **Assessment Method**

Evaluation of qualified candidates for this position may 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. Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

### **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.

