



## UNOG - United Nations Office in Geneva

### Junior Professional Officer Program (JPO) Chiffre Nr. 2023-1-07

#### TERMS OF REFERENCE

##### I. General Information

**Title:** JPO in Environmental Affairs

**Sector of Assignment:** Administration

**Organization/Office:** United Nations Office at Geneva, Central Support Services, Operations Support Unit

**Country and Duty Station:** Geneva, Switzerland

**Duration of assignment:** 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance

**Please note that for participants of the JPO-Programme two years work experience are mandatory!** Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

##### II. Supervision

**Title of Supervisor:**  
Programme Management Officer

**Content and methodology of supervision:**

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

**Evaluation:** The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

Content and methodology of supervision:

- Regular collaboration with Sub-Unit members
- Weekly meetings with supervisor
- Bi-annual performance evaluations

### **III. Duties, Responsibilities and Output Expectations**

Within delegated authority, the JPO will be responsible for the following duties:

#### Policy and Guidance

- Supports and advises the Chief, Central Support Services in the drafting of UNOG's environmental policy and objectives (including directives, Standard Operating Procedures, etc.);
- Establishes an action plan for the establishment of an EMS guided by ISO14001;
- Proposes a structure for the EMS;
- Develops environmental assessment procedures and conducts environmental assessments and surveys of operations, including Environmental Impact Assessments;
- Drafts UNOG's Environmental Baseline Study; develops an initial environmental review and procedures for determining and monitoring significant environmental aspects.
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- Drafts UNOG's Environmental Baseline Study;
- Drafts UNOG's Environmental Action Plan;
- Drafts Environmental Emergency Preparedness Plan with relevant offices.

#### Environmental Action Plan

- Collects necessary data and compiles reports in preparation of the implementation of the Environmental Action Plan;
- Establishes a comprehensive inventory of environmental issues and actions at UNOG, for example, a list of potentially hazardous installations in cooperation with other stakeholders;
- Takes stock of complaints and reports of pollution, contamination, health hazards and other environment-related incidents;
- Recommends to undertake measures as may be required to prevent or mitigate environmental problems;
- Drafts implementation plan for the EMS with estimates and costs;
- Prepares an environmental briefing for all involved stakeholders.
- Liaises on environmental issues with local authorities and other Geneva-based UN agencies;
- Prepares training material for internal staff;
- Performs other related duties as required.

### **IV. Qualifications and Experience**

#### **Education:**

**Master's degree** in environmental management, science, engineering or related field.

#### **Work experience:**

A minimum of two years of progressively responsible experience in environmental management is required. Experience in establishing environmental management systems preferably guided by ISO14001 is desirable. Experience in preparing complex PowerPoint presentations would be highly desirable. In-depth knowledge of ISO 14001 required. Knowledge of green building standards desirable.

**Languages:**

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

**UN competencies:**

**PROFESSIONALISM:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; 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; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**CLIENT ORIENTATION:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Workforce Diversity**

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.

**V. Learning Elements**

The JPO in Environmental Affairs will gain in-depth knowledge of UNOG’s environmental performance, as well as acquire expertise in the rules and regulations that govern such processes in the UN. She/he will learn to work as a member of a medium-size team with the mandate to produce audit-proof high quality documentation, often under time pressure. This represents a unique opportunity for the staff member to be closely engaged with and contribute to change management processes in the area of environment.

Concerning specific programs and projects in which the JPO in Environmental Affairs will be involved, the UN will be implementing and monitoring Environmental Management Systems guided by ISO14001.

It should be further highlighted that this function plays an important role across the United Nations. The JPO in Environmental Affairs will acquire solid experience that will be always demanded by the UN.

**VI. Background Information**

The position is located within the Operations Support Unit, Central Support Services, Division of Administration, United Nations Office at Geneva (UNOG).

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro  
Führungskräfte zu Internationalen Organisationen (BFIO) unter  
Angabe der Chiffre Nr. 2023-1-07 auf dem Bewerbungsbogen  
Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**