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## JOB POSTING DETAILS

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Posting Title:	Associate Environmental Affairs Officer, NO-B
Job Code Title:	Associate Environmental Affairs Officer
Opening Number:	OSESGY-2017-NJO-023 (Amman)
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Amman, Jordan
Type of Contract:	Fixed Term
Duration of Contract:	One (1) Year Renewable
Posting period:	Two (2) Weeks

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

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### Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email [OSESGYrecruitment@un.org](mailto:OSESGYrecruitment@un.org). Female applicants are highly encouraged to apply for this vacancy.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

### Org. Setting and Reporting:

This position is located in the Office of Chief of Mission Support in the Office of the Special Envoy of the Secretary-General to Yemen (OSESG-Yemen) in Amman. The Associate Environmental Affairs Officer will report to the Chief of Mission Support.

## Responsibilities:

Under the supervision and direction of the Chief of Mission Support the incumbent will be responsible for performing the following duties:

- Supporting the implementation of the DFS Environment Strategy at the Mission level.
- Formulate/develop OSESGY environment guidelines and procedures, in doing so ensure that the policy is consistent with United Nations and Regional policy.
- Monitor environmental compliance in all Mission sites, collecting data and reporting compliance levels to senior management.
- Assess environmental risks from OSESGY operations and providing guidance and follow up actions on the required preventive/remedial actions.
- Promote environmental awareness through induction briefing and regular newsletters.
- Coordinate cross-cutting environmental issues.
- Develop strategies for environmental compliance.
- Carry out Initial Environmental Baseline Studies for proposed projects, developing corresponding mitigation measures or recommending further environmental analysis where the complexities of anticipated impacts require such action.
- Monitor the implementation of proposed mitigation measures.
- Support the Mission to mainstream environmental concerns in procurement processes and management of contracts.
- Review environmental performance reports and provide guidance on areas for improvement.
- Assist/guide UN Funds/Programmes/Agencies in implementing Organizations environmental policy.
- Liaises with Government entities on environmental issues.

## Competencies:

**Professionalism:** Knowledge of United Nations environment policies, processes and procedures generally and in particular those related to the work situations, place of planning, operational and organizational abilities. Knowledge of local laws and practices related to mission area, ability to gather information from local sources, trustworthy, high sense of responsibility, ability to remain calm in stressful situation.

**Planning and Organizing:** Develops clear goals that are consistent with agreed 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise, is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Education:**

An advanced university degree in environmental sciences, or masters in economics with focus in environmental studies, natural science, environmental economics or related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Work Experience:**

A minimum of two years of progressively responsible experience in environmental management in local or international setting. A combination of engineering work experience with focus on environmental affairs is desirable.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

**Assessment Method:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by 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.