

In case of reply the number and date of this letter should be quoted  
email:communication@mfa.gov.gh



REPUBLIC OF GHANA

MINISTRY OF FOREIGN AFFAIRS  
AND REGIONAL INTEGRATION

P. O. Box M53  
Accra, Ghana

GA-057-0036

30<sup>TH</sup> SEPTEMBER, 2021.

Our Ref.: CA/UN/8

GM / 449

**CIRCULAR**

**NOTIFICATION OF VACANCY AT THE UNITED NATIONS  
ENVIRONMENT PROGRAMME**

I have the honour to bring to your attention, a job vacancy below which has been circulated by the United Nations Environment Programme (UNEP):

A) Post: Programme Management Officer, P3  
Deadline for submission: 10<sup>th</sup> November, 2021  
Duty Station: Geneva, Switzerland

2. Information on job openings are available at the UNEP website <https://www.unep.org/work-with-us>. Attached are documents pertaining to the vacancy.
3. Applicants are to kindly **notify** the Candidatures Unit of the outcome of submissions through the following email: [vacancies.internationalorgs@mfa.gov.gh](mailto:vacancies.internationalorgs@mfa.gov.gh).
4. Please accept the renewed assurances of our highest consideration.

16:45

(SIGNED)  
CANDIDATURES UNIT

**FOR PUBLIC RELEASE**

Cc: Hon. Minister  
Hon. Deputy Minister, P&E  
Hon. Deputy Minister, F&A  
Special Adviser  
Ag. Chief Director  
All Directors  
All Officers at Base and Abroad

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## Job Opening

Posting Title: PROGRAMME MANAGEMENT OFFICER, P3  
Job Code Title: PROGRAMME MANAGEMENT OFFICER  
Department/Office: United Nations Environment Programme  
Duty Station: GENEVA  
Posting Period: 27 September 2021 - 10 November 2021  
Job Opening Number: 21-Programme Management-UNEP-156105-R-Geneva (X)  
Staffing Exercise N/A

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



### Org. Setting and Reporting

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The overall objective of the UNEP's Economy Division is to encourage decision-makers in government, local authorities and industry to develop and adopt policies, strategies and practices and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices and other tools that assist in environmentally sound decision making and the building of corresponding activities.

Adopted by the First International Conference on Chemicals Management (ICCM1) in 2006 in Dubai, United Arab Emirates, the Strategic Approach to International Chemicals Management (SAICM) is a policy framework to promote chemical safety around the world. SAICM was developed by a multi-stakeholder and multi-sectoral Preparatory Committee and supports the achievement of the 2020 goal agreed at the 2002 Johannesburg World Summit on Sustainable Development. SAICM's overall objective is the achievement of the sound management of chemicals throughout their life cycle.

The position is located in the Economy Division, Chemicals and Health Branch, Strategic Approach to International Chemicals Management secretariat, at the Geneva duty station. Under the overall supervision of the Coordinator of the SAICM secretariat, and the daily supervision of the Programme Management Officer of the SAICM Secretariat, the incumbent will be responsible for the following duties/responsibilities

#### Responsibilities

- Supports the coordination of the work of the SAICM Emerging Policy Issues in consultation with the lead United Nations organisations. Supports the coordination of the work on the SAICM Issues of Concern in the lead up to the fifth session of the International Conference on Chemicals Management (ICCM5) and the implementation of the procedures and processes for the Issues of Concern following adoption by ICCM5.
- Participates in the development, implementation and evaluation of SAICM work programme as it relates to the Emerging Policy Issues and Issues of Concern; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Researches, analyses and presents information gathered from diverse sources.
- Undertakes survey initiatives; designs data collection tools; reviews, analyzes and interprets responses, identifies problems/issues and prepares conclusions.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies,

- inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
  - Undertakes outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
  - Performs other duties as required.

#### Competencies

- **PROFESSIONALISM:** Knowledge and understanding of approaches, theories and concepts related to SAICM. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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 the audience; Demonstrates openness in sharing information and keeping people informed.
- **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.
- **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.

#### Education

Advanced university degree (Master's or equivalent) in environmental science or management, business administration, 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 five years of progressively responsible work experience in project or programme management, preferably in the context of environmental management, research and development or related area is required. Experience in developing reports, analysis, background papers on chemicals and waste management is required.

Experience working in coordination with United Nations Organisations and/or SAICM Emerging Policy Issues is desired.

Experience in contributing to programme planning, draft budgeting and evaluation policies and practices of the United Nations, or other international organizations or public sector is desirable. Experience in intergovernmental processes is desirable.

#### Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written English is required. Working knowledge of French is desirable. Knowledge of another UN language is desirable.

Note: "Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

#### Assessment

Evaluation of qualified candidates for this position may include substantive assessment, such as a written test, which will be followed by a competency-based interview.

#### 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.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. An impeccable record for integrity and professional ethical standards is essential.

Pursuant to section 7.11 of ST/AI/2012/2/ Rev.1, candidates recruited through the young professionals programme who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position.

Internal Applicants – when completing the PHP, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you.

Individual Contractors and Consultants who have worked within the UN Secretariat in the last six months, irrespective of the administering entity, are ineligible to apply for or be appointed to any professional and higher temporary or fixed-term positions, within six months of the end of their current or most recent service. For such positions, at least six months need to have elapsed between the end of a consultancy or individual contract and the time of application and consideration.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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 email 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.

#### United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship.

Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.