

Regional Director, ROLAC, D-1

DEADLINE FOR APPLICATIONS: 23 May 2009
DATE OF ISSUANCE: 24 Mar 2009
ORGANIZATIONAL UNIT: United Nations Environment Programme
DUTY STATION: Panama City
VACANCY ANNOUNCEMENT NUMBER: 09-PGM-UNEP-420989-R-PANAMA CITY

The Executive Director reserves the right to appoint a candidate at a level lower than the advertised level of the post. 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.

Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered.

[More Info](#)

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 Regional Cooperation (DRC) helps to implement UNEP's global programmes in the regions by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies. The Division coordinates the work of six regional offices, which bring regional perspectives to the development of UNEP policies and programmes and present and enlist support for UNEP global policies in the regions. This position is located in the UNEP/DRC, Regional Office for Latin America and the Caribbean (ROLAC) in Panama. Under the overall policy guidance of the Executive Director and under the coordination and supervision of the Director, DRC, the incumbent will undertake the following functions: 1. Identify, assess, and monitor relevant needs, priorities, trends, developments, and policies at the national, sub-regional, and regional levels, in order to incorporate them into UNEP's policy and programme development and improve consistency with the needs and priorities in the context of Latin America and the Caribbean. 2. Formulate and implement the substantive work programme of the Regional Office by determining priorities, and allocating resources for the completion of outputs and their timely delivery, in cooperation and co-ordination with DRC Headquarters and other UNEP divisions and offices. 3. Communicate, advocate, and secure support for UNEP policies and programmes in the region. 4. Identify and build/strengthen strategic partnerships for national, sub regional and regional cooperation Governments, the private sector and civil society at large to mobilize support for sound environmental action, and to ensure meaningful involvement and participation of those actors in the development and implementation of UNEP's policies and programmes. 5. Oversee the programmatic/administrative tasks necessary for the functioning of the Regional Office, including its out posted sub-regional and liaison units. 6. Represent UNEP at international, regional, inter-agency meetings, seminars and conferences; provide programmatic/substantive expertise on an issue, or hold programmatic/substantive and organizational discussions with representatives of other institutions. 7. Perform other related duties as requested by the UNEP senior management.

Competencies

Professionalism - Proven ability to perform inter-agency and inter-governmental negotiations and networking functions; proven experience in providing technical and substantive support in the field of environment and sustainable development. Communication - Excellent written and verbal communication skills together with the ability to defend and explain difficult issues with respect to key policies, decisions and positions in inter-agency, inter-governmental and other fora. Judgement/Decision making - Demonstrated sound judgement in applying expertise to resolve a range of issues. Leadership - Empowers others to translate vision into results, proactive in developing strategies to accomplish objectives, establish and maintain relationships with a broad range of people to understand needs and gain support. Performance Management - Relevant management and decision-making experience; ability to intergrate knowledge with broader strategic, policy and operational objectives and translate it into a results-oriented work programme; proven record of building and managing teams and creating an enabling work environment, including ability to effectively lead, supervise, mentor, develop and evaluate staff.

QUALIFICATIONS

Education

Advanced university degree in economic/political science, a relevant scientific discipline or any other relevant field. A first university

degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Work Experience

Minimum of 15 years of working experience, including experience in environment and/or sustainable development, policy development, analysis and implementation, of which some years should be at the international level. Relevant experience from Latin America and the Caribbean as well as knowledge of the UN-system a distinct advantage.

Languages

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

Other Skills

Knowledge of inter-agency networking and negotiations as well as diplomatic and policy analysis skills.

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). English and French are the two working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

How to apply

All applicants are strongly encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement. Because applications submitted by United Nations (UN) staff members are considered first, provided the eligibility requirements set out in ST/AI/2006/3 are met and the application is submitted in a timely fashion, staff members should apply within 15-day or 30-day mark.

Online 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 go to "My UN" page and check the status of your application by clicking on "View Application History", and resubmit the application, if necessary.

1. To start the application process, applicants are required to register by opening a "My UN" account. Go to Login, and Register as a User. Fill in the form and choose a User Name and Password.
2. After opening the account, applicants may apply for vacancies using the Personal History Profile (PHP) provided. Once the PHP has been completed for a particular vacancy, it can be saved and used for future applications. The PHP may be updated, when necessary, for future applications.
3. In completing the PHP, please note that all fields marked with an asterisk must be completed.
4. UN staff members must submit scanned copies of their two latest Performance Appraisal System (PAS) reports at the time of application to the appropriate Human Resources Office (HRO)/Personnel Office (PO) to the email address below, clearly indicating the vacancy announcement number. In case you have no access to the digitizing equipment, please submit hard copies of the two latest PAS reports to the relevant HRO/PO via fax.

E-mail: Recruitment@unon.org,

Fax: 254-20-762-4212

Please see the Frequently Asked Questions, if you encounter problems when applying.