

## Consultant–UN Decade on Ecosystem Restoration at United Nations Environment Programme (UNEP)

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### Job Description

The United Nations Environment Programme (UN Environment) is the leading global environmental authority that sets the world's 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 environment.

#### **Duties and Responsibilities:**

The objective of this consultancy is to support the implementation of the UN Decade, including its World Restoration Flagship programme and the UN Decade's Action Plan, and lead on the preparation and coordination of key events organized by the UN Decade Secretariat and key UN Decade partners.

The incumbent will particularly work on the following aligned with key events listed in 1.2:

Be responsible for the preparation and follow-up of meetings, conferences, consultative workshops in close coordination with the Decade's Coordination Group (UNEP and FAO) and key partners.

Lead supporting outreach activities as needed, e.g., conducting training workshops, seminars, often with the wider UN Decade partner network specialized on building the global restoration movement.

Manage the logistics around these events (virtual and physical) and corresponding day-to-

day communication and administrative processes together with the programme assistant and administration staff.

Liaise internally and externally and support the World Restoration Flagship processes and related activities.

Provide day-to-day partnerships support.

Develop reports, web stories, and other follow-up documents to the events.

Support the operationalization of a Targeted Support mechanism for World Restoration Flagships.

The consultant will use established framework such as the UN Decade strategy and the Action Plan as well as current structures of the UN Decade as a point of departure and will contribute her/his experience to a successful implementation of the World Restoration Flagship. During the consultancy, there will be permanent coordination and communication between the consultant and the core team of the UN Decade (FAO and UNEP).

### **Qualifications/special skills**

Academic Qualifications: An advanced university degree (Master's degree or equivalent) in event management, logistics, project management, communication, environmental affairs, environmental economics, business administration, political science or a related field is required.

A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

At least 3 years of professional experience in event management, general coordination, logistics or project management.

Experience with global environmental policy dialogues and project reporting is desirable.

### **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. Knowledge of another official United Nations language is an advantage.

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