

Head of the Interim Secretariat for the Science Policy Panel, D1 at United Nations Environment Programme (UNEP)

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Job Description

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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.

Responsibilities

Lead the Secretariat team in charge of enabling the work of the hoc open-ended working group (OEWG) and its preparatory process to configure a science-policy panel (OEWG 2 and 3), by: Leading the substantive framing of the panel's focus on the science-policy interface of chemicals, waste and prevention of pollution; Providing options and lessons learned on the establishment of an independent panel; Making sure there is no overlap but rather synergy with related science policy panels; Identifying and presenting to the OEWG information and guidance to focus the panel's scope of work; Undertaking fundraising efforts as required.

Lead the design, implementation and monitoring of a preparatory process that is credible and gains ownership of governments and the respect of scientific communities and civil society, by: Engaging with partners and relevant institutions to lead the Secretariat in designing its work programme and convening of experts and governments, and in mobilizing the resources for the Secretariat's functioning and that of the OEWG; Designing the

process to identify and select experts; coordinate background papers to inform the OEWG in its deliberations; Organizing regional meetings/consultations to prepare for the OEWG process;

Design and oversee the implementation of preparatory work for the ad hoc OEWG and the intergovernmental meeting for the purpose of considering the establishment of a science-policy panel, by: Drafting a scenario note indicating the operating procedures for this first meeting, consideration of the rules of procedure, the organization of work and the timelines suggested for discussion; Formulating and articulating intersessional work between OEWG 1 and OEWG 2 and between OEWG 2 and OEWG 3. Providing the final report of the outcomes of the OEWG process.

Leads team members efforts to collect and analyze data and provides insight to identify trends or patterns for data-driven planning, decision-making, presentation and reporting. Ensures that everyone can discover, access, integrate and share the data they need.

Requirements

Competencies

PROFESSIONALISM : Knowledge of theories, concepts and approaches related to chemicals and waste management; Ability to interpret and incorporate relevant Sustainable Development Goals (SDGs); Ability to analyze and interpret data in support of decision-making and convey resulting information to management; 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.

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.

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.

LEADERSHIP: Serves as a role model that other people want to follow; Empowers others to translate vision into results; Is proactive in developing strategies to accomplish objectives; Establishes and maintains relationships with a broad range of people to understand needs and gain support; Anticipates and resolves conflicts by pursuing mutually agreeable solutions; Drives for change and improvement; does not accept the status quo; Shows the courage to take unpopular stands; Provides leadership and takes responsibility for incorporating gender perspectives into substantive work and commitment to the goal of achieving gender balance in staffing.

EMPOWERING OTHERS: Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; Encourages others to set challenging goals; Holds others accountable for achieving results related to their area of responsibility; Genuinely values all staff members' input and expertise; Shows appreciation and rewards achievement and effort; Involves others when making decisions that affect them.

Education

An advanced university degree (Master's or equivalent), in chemistry, industrial or chemical engineering, environmental or physical sciences, sustainable development-related, 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 an advanced university degree.

Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is desirable

Work Experience

A minimum of fifteen years relevant work experience in programme/project management in fields related to chemicals and/or waste management is required.

Experience in fund-raising is required.

Experience in intergovernmental processes is required.

Experience leading technically diverse teams of experts is required.

Experience working in the UN system or similar international organization is desirable.

Experience working in the private sector is desirable

Experience in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of other UN languages is desirable.

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