

## Junior Consultant 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.

#### **Responsibilities of the consultant will include, but are not limited to:**

Conduct research and analysis of academic literature, government reports, and news media related to TEEBAgriFood globally and TEEBAgriFood Mexico, such as: sustainable agriculture, environmental governance, sustainable development and biodiversity conservation policy.

In collaboration with the TEEBAgriFood Communications Consultant, produce summaries and synopses (articles, videos, infographics, tweets, etc.) of own research and TEEBAgriFood consortia research to assist in both policy mainstreaming and general communication of TEEBAgriFood project outputs and outcomes for publication on various social networking platforms and the TEEB Mexico webpage.

Plan, lead, and supervise national workshops to disseminate Mexico TEEBAgriFood messages and recommendations to Mexican stakeholders. Prepare meeting invitations and meeting reports.

Contribute to the preparation for and then participate in steering committee and technical committee meetings and activities related to the TEEBAgriFood initiative in Mexico.

Prepare meeting invitations, notes, briefings, and internal minutes as required.

Provide planning and reporting support for the implementation of the TEEBAgriFood initiative in Mexico, working closely with UNEP offices in Mexico, Nairobi and Geneva.

Review agreements and track progress for the projects' effective and timely implementation; Assist and advise programme/project managers in the elaboration of resource requirements for project budget submissions and revisions, based on funds availability.

Support other activities relevant to TEEBAgriFood globally, and to the UNEP Economics of Nature Unit.

Conduct research for preparing documents such as reports, briefings, presentations among others requested by UNCT and Cooperation Framework working groups; including the development of an analysis of climate, biodiversity, and pollution in MEA's commitments by Mexico as well as in the UN Cooperation Framework, identifying UN Country Team's priorities and potential synergies.

Provide support for the preparation and organization of meetings, activities, workshops, of the Cooperation Framework working groups; including meetings with UN agencies to have their feedback to mainstream the Triple Planetary Crises into projects and initiatives.

Assist with the coordination of invitations and follow up on attendance to the activities, meetings, workshops of the Cooperations Framework working groups.

### **Qualifications/special Skills**

Bachelor's degree in Business, Marketing, International Relations, Public Administration, Political Affairs, Economics or Public Affairs, Earth Science or any Environmental or Political Science related areas is required.

Master's degree will be an advantage.

At least 2 years of professional experience including marketing, communication, projects' implementation, events' coordination, research on environmental topics and/or planning and implementation of eco-agri-food systems related projects is required

Knowledge and experience on communications, as well as on TEEBAgriFood, sustainable agriculture and/or related subjects is an asset.

## Languages

English and Spanish are working languages of the United Nations Secretariat. For this post, Fluency in English and Spanish is required.

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