

PROGRAMME OFFICER- ENVIRONMENT & CLIMATE CHANGE - (OPEN TO SAMOAN NATIONALS ONLY)

Location :	Apia, SAMOA
Application Deadline :	13-Feb-15
Type of Contract :	FTA Local
Post Level :	NO-B
Languages Required :	English
Starting Date : (date when the selected candidate is expected to start)	23-Mar-2015
Duration of Initial Contract :	Initial one year

Background

Under the guidance and direct supervision of the Environment Programme Manager, the Environment Programme Officer will be responsible for management of projects related to environment and climate change, in particular projects funded by GEF. The Programme Officer analyzes political, social, economic and environmental trends and participates in formulation, management, monitoring and evaluation of programme activities within his/her portfolio.

The Environment Programme Officer works in close collaboration with the programme management and operations units, programme staff in other UN Agencies, staff of UNDP HQs and regional and sub-regional centers.

Duties and Responsibilities

Ensures implementation of programme strategies focusing on achievement of the following results:

- Thorough analysis and research of the political, social, economic and environmental situation in the country and preparation of substantive inputs to strategic documents for the sector;
- Analysis and synthesis of proposals on the areas of support and interventions relate to environment and within the other thematic/sectoral areas assigned;
- As part of the UN coherence process, development and consolidation of the UN-Cook Islands, Niue, Samoa and Tokelau's environment and or other relevant thematic/sector related policy interventions by participating in discussions with other UN agencies.

Participates in effective management of the MCO programme in the area of environment and within the other thematic/sectoral areas assigned focusing on quality control from formulation to implementation of the country programme achieving the following results:

- Designing and implementing projects relating to environment and climate change, translating UNDP's priorities into local interventions;
- Initiating projects, ensuring project approval, registering projects in Atlas, preparing and

finalizing project annual work plans and project documents, contributing in budgetary monitoring and follow-up, and ensure closure of completed projects;

- The programme officer performs functions of Manager Level 1 in Atlas for POs and vouchers approval, and participates in recruitment processes for projects as needed;
- Financial and substantive monitoring and evaluation of the projects in ATLAS, identification of operational and financial problems, development of solutions;
- Follow up on audit recommendations. All exceptions are timely reported;
- Preparation of inputs for reporting, including donor reporting;
- Contribution to application of RBM tools and monitoring achievement of results.

Supports creation of strategic partnerships and implementation of the resource mobilization strategy focusing on achievement of the following results:

- Analysis and research of information on donors, preparation of substantive briefs on possible areas of cooperation, identification of opportunities for initiation of new projects, active contribution to the overall office effort in resource mobilization.

Provides top quality advisory services to the Government and other counterparts and facilitation of knowledge building and management focusing on achievement of the following results:

- Identification of sources of information related to policy-driven issues. Identification and synthesis of best practices and lessons learnt directly linked to programme country policy goals;
- Sound contributions to knowledge networks and communities of practice;
- Organization of trainings for the operations/ projects staff on programme issues;
- Professional growth through active learning.

Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Knowledge Management and Learning:

- Promotes a knowledge sharing and learning culture in the office;
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

Development and Operational Effectiveness:

- Ability to apply conceptual models in support of formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources;
- Good knowledge of the Results Management Guide and Toolkit;
- Strong IT skills;
- Ability to lead implementation of new systems (business side), and affect staff behavioral/

attitudinal change.

Management and Leadership:

- Focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change and ability to manage complexities.

Required Skills and Experience**Education:**

- Master's Degree or equivalent in Environmental science, engineering, political Science or related field.

Experience:

- Minimum 2 years of relevant experience at the national or international level in providing management advisory services, hands-on experience in design, monitoring and evaluation of development projects;
- Experience in environment, climate change adaptation and mitigation and management of GEF projects;
- Experience in the usage of computers and office software packages, experience in handling of web based management systems.

Language:

- Fluent in English and Samoan both verbal and written.

Note:

Women candidates are encouraged to apply.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.