

I. POSITION INFORMATION

Position: Project Manager SCP (Sustainable Consumption and Production)

Vacancy Announcement: UN Environment/ROLAC – Brazil Office

Type of Contract: Service Contract (SB4)

Duration: 7 months (renewable)

Duty station: Brasília

Closing date for application: April 20th, 2018

II. ORGANIZATIONAL CONTEXT

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

Our mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

III. FUNCTIONS / KEY RESULTS EXPECTED

The Project Manager will be responsible for supporting the design and implementation of relevant and consistent project portfolio, providing technical advices, analysis to support the transition to green economy through Sustainable Consumption and Production initiatives in Brazil.

Under the supervision of the Senior Programme Officer and the Representative of the UN Environment Office in Brazil, the Project Manager analyzes political, social and economic trends and leads formulation, management and evaluation of project activities within his/her regional portfolio. He/she advocates all programmatic themes of UN Environment and SDG's, and strengthens communications and networks with relevant stakeholders including private sector as a leading partner for enhancing SCP and for fostering a green economy transformation.

The tasks and responsibilities of the Project Manager includes:

Sustainable Consumption and Production (SCP)

- Participate in the development, implementation and evaluation of assigned programmes/projects etc.; monitors and analyzes programme/project development and implementation;
- Provide substantive support to SCP initiatives, South-South cooperation and other meetings, conferences, etc., and undertakes outreach activities; conducts training workshops, seminars to foster SCP initiatives and activities;
- Manage relevant policy development initiatives and in the development of linkages and coordination on the issues of sustainable consumption and production (e.g. ecolabeling and voluntary sustainability standards) with the 10YFP programmes;
- Coordinate activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- Technical advisory to transit green economy and promote mitigation and adaptation actions for climate change in the multidisciplinary sector (e.g. renewable energy, sanitation, transport, tourism, and etc) and further policies implementation in Brazil;

- Design and manage the green economy projects/initiatives, focusing on quality control from formulation to implementation, collaboration with other UN agencies and funding institution;
- Prepare project proposals and other funding agreements; progress reports, financial statements, and related project documents;
- Liaison with governments and other stakeholders (including the civil society and the private sector) in Brazil and in other regions, when applicable, to identify needs and design and implement advisory services;
- Promote exchange and dissemination of information on best practices and lessons learned related to green economy initiatives;
- Foster outreach and capacity building activities in the country and region by organizing workshops, seminars and other; and enhance partnership with private sector.

General

- Participate in periodic coordination meetings with project team (UN Environment and National Executing Agency), and with the working groups created within the project framework;
- Provide assistance in analysis and review of reports developed by consultants and local implementing agencies;
- Keep control of the delivery of products by consultants and contracted institutions; as well as of the effected payments;
- Provide assistance in external midterm and final evaluations, as well as in auditing processes;
- Undertake on-the-job and other training activities, both internally and externally;
- Perform other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work unit's services.

IV. TRAVEL

Costs with missions/travels in order to meet the objectives and results stated in this Term of Reference are not included in the total amount mentioned above and shall be covered by the Project, if necessary.

V. REPORTING LINES

The Service Contractor will perform its duties and responsibilities under direct supervision of the UN Environment Senior Programme Officer in Brazil and the Country Office Representative.

VI. IMPACT OF RESULTS

All services to be performed under this Term of Reference (ToR) will have a direct impact on the development and implementation of the Programme Area and of the UN Environment Office's projects.

VII. COMPETENCIES AND CRITICAL SUCCESS FACTORS

Professionalism: 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 the audience; Demonstrates openness in sharing information and keeping people informed;

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

VIII. RECRUITMENT QUALIFICATIONS

Mandatory Academic Background

- Post-Graduate degree in Economics, Environmental Science, Environmental Management, or Public Policy or related field (Lato Sensu or Stricto Sensu)
OR
- Graduation degree plus additional 6 years of relevant experience to the post beyond the Mandatory Work Experience.

Mandatory Work Experience

- Minimum of 4 years of experience in the field of environment and/or development, preferably with a focus on sustainable consumption and production, green economy, environmental policy development, including project management, is required.

Desirable work Experience

- Experience related to policy analysis, project development and management in international arena, partnership with private sector, preferably in Brazil, will be an asset;
- Experience within UN System will be an asset.

Mandatory Skills

- Good communication and capacity for writing texts, documents, reports and correspondences;
- Ability to manage administrative and financial processes;
- Ability to make inter-institutional contact with government bodies, institutions, companies, and others.

Language requirements

- Fluency, oral and written, in English and Portuguese.

Qualified candidates may submit their applications by e-mail, in ENGLISH, including:

1. Detailed curriculum vitae (Personal History Format - P11 – [click to open the template](#));
2. Application letter containing the expected remuneration.

Applications must be sent to the address mentioned below by no later than **April 20th**, 23:59 UTC/GMT (Brasília time) quoting reference "**Process 002/2018 Programme Manager SCP (Sustainable Consumption and Production) | UN Environment**".

E-mail: hr.brazil@pnuma.org

Eventual requests for information or doubt clarifications may be submitted to the UN Environment Office in Brazil (to the email address above) by April 13th, 2018. The answers will be published on the UN Opportunities webpage, below this announcement on April 16th, 2018.

Applications received after the deadline will not be considered.

Only short-listed qualified candidates will be contacted for interview and written assessment phases.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity, including but not limited to, respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to, whether they have committed or are alleged to have committed criminal offences or violations of international human rights law and international humanitarian law.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.