

Vacancy Announcement

(Issued 2 March 2010)

ORGANIZATIONAL LOCATION:	United Nations Environment Programme Finance Initiative (UNEP/Division of Technology, Industry and Economics/Economics and Trade Branch/Finance Initiative Unit)
DUTY STATION:	Geneva, Switzerland
FUNCTIONAL TITLE:	Consultant, Green Economy theme (Property and Green Economy Initiative)
DURATION:	11 months starting May 2010 (with possibility of further 11 months renewal)
CLOSING DATE:	Monday 15 March 2010

I. Background

The United Nations Environment Programme Finance Initiative (UNEP FI) is a strategic public-private partnership between UNEP and the global financial sector. UNEP FI works with over 180 financial institutions, which are signatories to the UNEP FI Statements of Environmental Commitment, and a range of partners and organisations, to develop and promote linkages between the environment, sustainability and financial performance. Through its working groups and regional activities, comprehensive work programme, training and research, UNEP FI carries out its mission to identify, promote, and realise the adoption of best environmental and sustainability practice at all levels of financial institution strategies and operations.

II. Core Responsibilities

In line with the work programme delivered during the UNEP FI Annual General Meetings and approved by UNEP, under the overall direction of the Head and Deputy Head of Unit of UNEP FI, the consultant will carry out the following core responsibilities integral to the work of UNEP FI with its signatories and partners worldwide.

1) Programme Management

The consultant will, with supervision from staff members, contribute towards UNEP FI's projects and activities on property and UNEP FI's input into the UNEP Green Economy Initiative under the Green Economy/Resource Efficiency theme.

These responsibilities include:

- *Programme management:* Assist in the strategic planning, programme development, project management and resource mobilisation, membership and partnership building, and budgetary planning and reporting.
- *Project implementation:* Assist in coordinating project implementation via research publications, promotional events, training programmes, and capacity building workshops.
- *Membership communications:* Assist in managing regular and close communications with the other UNEP FI working groups, industry commissions and regional task forces, via e-mails, conference calls, and in-person meetings; and for maintaining their respective websites.
- *Outreach:* Contribute to promoting the work programme to the public and private sectors globally. Disseminating information about the Initiative's projects and activities on biodiversity and water to the global financial sector, including recruiting financial institutions to expand and reinforce the Initiative's global representation.

2) Other UNEP FI Secretariat Responsibilities

The consultant will contribute, where appropriate and necessary, to other projects and activities of the Unit in support of the Secretariat's mandate such as the following:



- UNEP FI Global Roundtable and other Initiative-wide events.
- Industry Commissions and regional activities.
- Cross-fertilisation and cooperation with all other work programmes.

The consultant will also participate and support UNEP FI's overall secretariat duties such as:

- Planning, reporting and communicating duties involving UNEP, UNEP FI's Steering Committee, and UNEP FI's signatories and partners.
- Responding on-demand to requests made on administrative activities.

III. Qualifications & Experience

Skills & knowledge – Proven knowledge in the field of sustainable finance. Experience in the finance and/or property sectors will be an advantage; Ability to cope with multiple projects and activities in an organized and timely manner; Ability to produce required financial reports accurately and in a timely manner; Proven conceptual, analytical and evaluative skills and ability to manage comprehensive work programmes; Excellent communication (spoken and written) skills, including the ability to draft and edit a variety of written reports, studies and communication materials, and to articulate ideas in a clear, concise, and coherent manner. The incumbent is expected to work independently with minimal supervision and must demonstrate the capacity to be self-directed and be highly motivated.

Experience – At least 2 years of programme management experience in international organisations or work experience in the finance or investment industry.

Education – First university degree in business, economics, finance or an environmental field.

Languages – English and French are the working languages of the United Nations Secretariat. For this post, fluency in oral and written English is a fundamental requirement. Knowledge of other United Nations languages and working languages of the Initiative's stakeholders is desirable.

IV. Application

Please send CV and covering letter in English to recruitment@unepfi.org.