



**UNEP CAR/RCU
VACANCY ANNOUNCEMENT**

Job Title: SPAW Temporary Assistant
Duty Station: Kingston, Jamaica
Starting Date: 15 Feb 2010 or soonest thereafter
Duration: 6 months
Closing Date: 15 January 2010

Under the overall supervision of the Coordinator of UNEP's Caribbean Environment Programme, and technical supervision of the Programme Officer for the SPAW Sub-Programme, the SPAW Programme Temporary Assistant will carry out the following functions:

Duties and Responsibilities

- Assist with the general coordination of the SPAW Sub-Programme including monitoring and evaluation of ongoing projects and activities; categorizes, updates, tracks and analyses information and data related to these projects and activities; and initiates requisite follow-up actions;
- Assist in the development and implementation of documents, including the 2010-2011 work-plan and budget;
- Research, compile, analyse, summarize, and present information/data on the status of implementation of SPAW projects and activities including monitoring budget balances and expenditures.
- Assist in the development of new project proposals; develops, reviews and coordinates submissions of these proposals to donor agencies ensuring that requisite information is included and justified in terms of proposed activities; proposes adjustments as necessary; and prepares reports on the status of submissions.
- Collaborate with the SPAW Programme Officer and SPAW projects managers on performance reporting; liaise with relevant partners on project implementation in accordance with agreed Work Plans; provide assistance on reporting requirements, guidelines, rules and procedures and ensures completeness and accuracy of data and reports submitted.
- Drafts programme and project summaries including meeting reports, coordinates review and clearance processes, and coordinates with editor, translation services, etc. on finalization and publication of programme and project reports in multiple languages.
- Maintain and update files (electronic and paper) and internal SPAW databases; designs and generates a variety of periodic and ad hoc status reports, statistical tables, graphic content, and other background materials/notes to facilitate reporting, inspection and other periodic enquiries and reviews including periodic upload of this material to the CEP website.
- Assist in organizing and convening of upcoming CEP Meetings and Workshops.
- Perform other duties as assigned by the Coordinator or SPAW Programme Officer.

Work implies frequent interaction with the following:

SPAW project managers and partners associated with the SPAW Sub-Programme;

Director and staff of SPAW Regional Activity Centre;

Internal Staff e.g. Coordinator of the Caribbean Environment Programme, Administration, Finance, Budget, and other technical Programme Officers and general staff of the Unit.

Officials at UNEP Head Quarters and other Regional Offices including partner national, regional and international agencies. etc.

Results Expected: Provides reliable assistance in the coordination of programme planning including research and fundraising, and implementation of project activities in support of the SPAW Sub-Programme. Demonstrates initiative in the identification and resolution of issues/problems. Is well organised, produces accurate reports, records and/or data, put together with only general guidance. Consistently applies appropriate policies, guidelines and procedures. Effectively, and in timely manner, liaises and interacts with colleagues, organizations and concerned parties internally and externally.

Competencies:

- **Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to identify and resolve a range of issues/problems and to work well with figures, undertake basic research and gather information from standard sources. Demonstrated ability to apply good judgment in the context of assignments given. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **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.
- **Planning & 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.

Qualifications:

Education: First Degree in Environmental Management, biological sciences, natural sciences, engineering or a related science field. Additional post graduate training in environmental management and/or project management will be an asset.

Experience: Minimum of 6 years of experience in programme or project development, management, and/or implementation. Regional exposure and/or experience with environmental programmes and projects in the Wider Caribbean will be an asset.

Language: English, Spanish and French are the working languages of the United Nations Environment Programme. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is a significant advantage.

Other: Excellent written and verbal communications skills;
Excellent interpersonal, presentation and negotiation skills;
Good Research and Analytical skills including proposal writing;
Proficiency with Microsoft Office Applications: Excel, Word, Power Point and Outlook;
Ability to work independently with minimal supervision and as part of a team;
Have strong organizational, multitasking and time management skills;
Be willing to travel.

Duty Station: **UNEP CAR/RCU, Kingston, Jamaica**

Remuneration: **J\$172,823.00 monthly**

Period: **6 months**