

EXECUTIVE OFFICER

Job Opening

Job Opening ID: 254056

Job Network : Management and Administration

Job Family : Administration

Category and Level : Professional and Higher Categories, P-4

Duty Station : BONN

Department/Office : United Nations Environment Programme

Date Posted : Mar 28, 2025

Deadline : Apr 26, 2025

Share Job

Org. Setting and Reporting

The Convention on the Conservation of Migratory Species of Wild Animals (CMS) is a global intergovernmental treaty aimed at the conservation and sustainable use of migratory species and their habitats. Numerous additional intergovernmental instruments on migratory species conservation have been adopted under the broad umbrella of CMS which are supported by the CMS Secretariat. The CMS Secretariat also provides the Secretariat for the Agreement on the Conservation of Small Cetaceans of the Baltic, North East Atlantic, Irish and North Seas (ASCOBANS). In addition, two regional agreements on migratory species adopted under CMS have their own Secretariats which are co-located with the CMS Secretariat in Bonn - the Agreement on the Conservation of African-Eurasian Migratory Waterbirds (AEWA) and the Agreement on the Conservation of European Populations of Bats (EUROBATS). This post is located in the AEWA Secretariat at the Bonn duty station in Germany. The Agreement on the Conservation of African-Eurasian Migratory Waterbirds (AEWA) is the largest of its kind developed so far under CMS. It was concluded on 16 June 1995 at the Hague, the Netherlands and entered into force on 1 November 1999 after the required number of at least fourteen Range States, comprising seven from Africa and seven from Eurasia had ratified. Since then, the Agreement is an independent international treaty aiming at achieving favourable conservation status of the population of migratory waterbirds. The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. In the present context, UNEP provides the administrative functions for the CMS, AEWA, ASCOBANS and EUROBATS Secretariats. The incumbent is responsible for executing the functions of the Agreement on the Conservation of African-Eurasian Migratory Waterbirds (AEWA), ensuring its efficient operation and reporting to the Meeting of the Parties to the Agreement. The incumbent reports to the Executive Secretary of CMS and will be responsible for the following duties:

Responsibilities

1. Represent AEWA at national and international level, liaising with heads or senior members of governmental institutions and intergovernmental and non-governmental organizations with a view to seeking support and encouraging nonmember States to accede to the Agreement and whenever applicable to CMS

and its related Agreements. 2. Manage and supervise the activities of the Secretariat including its staff. 3. Organize sessions of the Meeting of Parties, meetings of the Standing and Technical Committee as well as briefing sessions for government officials and technical staff. Arrange and provide Secretariat services (including production of documents) for sessions of the Meeting of Parties, the Standing Committee and Technical Committee, including any further subsidiary working groups which may be set up. 4. Coordinate and oversee the implementation of the Agreement, its budget and its operation, identify problems and seek to solve them or to facilitate their solution. 5. Develop proposals to improve and support the implementation of the Agreement as well as seeking support for related projects. 6. Report to the Parties on progress made regarding the implementation of the Agreement through the bodies of the Agreement and communicate regularly on the progress of the work of the Secretariat. 7. Maintain close working relationships with the Executive Secretary of CMS and CMS Secretariat, as well as with the Secretariats of other MEAs and international NGOs as relevant with a view to enhancing synergies. 8. Cooperate closely with the CMS Family Administrative and Fund Management Officer on all matters relating to finances and personnel of the Agreement. 9. Liaise with the Executive Secretaries of CMS and EURO BA TS on all matters of common concern and cooperation within the CMS Family. 10. Actively pursue outreach and other activities to raise the profile of the Agreement. 11. Collects and analyzes data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting. 12. Perform other duties as they emerge.

Competencies

PROFESSIONALISM: Knowledge and understanding of the role and workings of the AEWA Agreement. Ability to identify potential problems and to develop practical solutions. 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. **LEADERSHIP:** Serves as a role model that other people want to follow. Empowers others to translate vision into results. Is proactive in developing strategies to accomplish objectives. Establishes and maintains relationships with a broad range of people to understand needs and gain support. Anticipates and resolves conflicts by pursuing mutually agreeable solutions. Drives for change and improvement; does not accept the status quo. Shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Education

An advanced university degree (master's or equivalent) in conservation biology, environmental management, administration, international relations or related area is required. A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of an advanced

university degree. Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is desirable.

Job - Specific Qualification

Supplementary courses/training in conservation biology, environmental management, administration, or international relations field is desirable.

Work Experience

A minimum of seven (7) years of relevant work experience in the field of species conservation in national and/or international institutions or other relevant setting is required. Experience in managing staff, budgets and administrative matters is required. Experience related to the development and/or implementation of conservation and management plans for wild species of animals is required. Experience in developing and nurturing partnerships with other relevant organisations for the conservation of wild species of animals is required. Experience in working with the UN system or similar international organization is desirable. Experience in partnering with intergovernmental and non-governmental organisations is desirable. Familiarity with Multilateral Environmental Agreements is desirable. Experience in providing secretariat services to international conventions is desirable. Two (2) years or more of experience in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge in French or any other official United Nations language is desirable. NOTE: "Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

Appointment against this position is for an initial period of one (1) year and may be subject to extension. Candidate selected will be granted a fixed-term appointment limited ("FTA limited") in accordance with section 2.2 (b) of administrative instruction ST/AI/2013/1 on Administration of fixed-term appointments. Renewal of appointment is contingent upon continued existence of mandate and availability of funding. If this position is discontinued, the incumbent will be separated from service. United Nations Secretariat staff

members who meet the definition of "internal candidate" in staff rule 4.10, who are selected for a position subject to FTA limited will be reassigned to the position without a lien to their parent position. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. When completing the PHP, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you. Individual Contractors and Consultants who have worked within the UN Secretariat in the last six months, are ineligible to apply for or be appointed to any professional and higher temporary or fixed-term positions, within six months of the end of their current or most recent service. For such positions, at least six months need to have elapsed between the end of a consultancy or individual contract and the time of application and consideration for an appointment as a staff member under the Staff Rules and Regulations of the United Nations. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. If the problem persists, please seek technical assistance through the Inspira "Contact Us" link.

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. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. 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. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff

members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions. Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on “Manuals” in the “Help” tile of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.