



JOB OPENING

Functional Title & Level:	Associate Environmental Affairs Officer (NO-B)
Org. Unit	Environmental Compliance Unit
Duty Station:	Port-au-Prince
Posting Period:	18-24 September 2017
Job Opening Number:	MINUJUSTH-GJO-2017-043

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Associate Environmental Affairs Officer (NO-B)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. 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.

All interested candidates should submit ONLY their Personal History Profile (PHP) via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Associate Environmental Affairs Officer (NO-B)** typically reports to the Environmental Affairs Officer or Chief of Unit, Environmental Compliance Unit.

Responsibilities

The Associate Environmental Affairs Officer will be responsible for supporting the coordination and the management of actions on environmental issues of the mission:

Policy and Guidance

- Support the Environmental Affairs Officer in the drafting and/or review of the mission's environmental policy and objectives (including directives, Annual Mission Environmental Statement, Standard Operating Procedures, etc.) in compliance with the DPKO/DFS Environmental policy and the DFS Environment strategy objectives;
- Responds to multiple and frequently changing demands.
- Participate in the conduct of environmental assessments and surveys of operations in the mission including Environmental Impact Assessments (EIA);
- Assist in the coordination and production of the mission-wide Environmental Action Plan (MEAP);
- Assist in the production of the Environmental Emergency Preparedness Plan with relevant offices;

Mission-wide Environmental Action Plan – Implementation

- Assist in maintaining a record of environmental issues and actions taken at the mission, such as monitoring and keeping a list of potentially hazardous installations within the mission (e.g. petrol station, warehouse storing flammables) in cooperation with fire marshals or other staff at the mission designated to deal with emergencies;
- Prepare initial drafts on investigations of complaints or reports of pollution, contamination, health hazards and other environment-related incidents, keeping detailed records of the incidents and actions taken by the parties involved;
- Considers divergent agendas and related complexities;
- Draft and participate in writing periodic reports on environmental issues at the mission, to the Chief of Mission Support including policy compliance status reports as required for DFS;
- Assist in advising relevant officers or offices on environmental issues arising from the assessments, studies and plans, including environmental information relevant to the operations of the mission;

Awareness and Training

- Assist in promoting awareness on environmental issues;
- Participate in preparation of an environmental briefing to all mission personnel including police and military contingents during their induction training;
- Uses knowledge of own country environment and culture;
- Perform other duties as requested.

Competencies

- **Professionalism:** In-depth understanding of environmental issues, with a particular knowledge on environmental assessments. 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 other informed.
- **Planning and 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.

Education

First level university degree in environmental management, science, engineering or related area.

Work Experience

At least 2-3 years of progressively responsible experience in the environmental management field with a national government/administration, a large firm or international organization is required. Experience in project planning, evaluation and oversight of environmental compliance is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in French and working knowledge in English are required.

Assessment

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