

Job Opening UNITED NATIONS ENVIRONMENT JUNIOR PROFESSIONAL OFFICER		
General Information Note: This post is open in the context of the Junior Professional Officer (JPO) Programme sponsored by the Government of the Republic of Korea and is addressed exclusively to candidates of the Republic of Korea. For general information on the JPO Programme of the Republic of Korea, please visit the website of the International Organizations Recruitment Center, Ministry of Foreign Affairs of the Republic of Korea at https://unrecruit.mofa.go.kr		
Post Title	Associate Programme Management Officer (Technical and Scientific Cooperation)	
Office/Division/MEA	Secretariat of the Convention on Biological Diversity	
Unit	Capacity-Building and Knowledge Management Unit under the Implementation Support Division	
Location	Montreal, Canada	
Duration	A maximum of three years, subject to satisfactory performance and the availability of funding.	
Grade	P2	
I Background information on UN Environment and the requesting Unit Background information on Agency/Department/Section The United Nations Environment Programme (UNEP) 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. The Convention on Biological Diversity (CBD) is an intergovernmental agreement for the conservation of biodiversity, the sustainable use of the components of biodiversity and the equitable sharing of the benefits arising out of the utilization of genetic resources. There are 196 contracting Parties to the Convention. Negotiated under the auspices of UNEP and opened for signature at the United Nations Conference on Environment and Development in Rio de Janeiro in 1992, the CBD is an instrument for sustainable development, founded on the recognition that biodiversity is vital to human wellbeing and economic and social development. The Convention has two supplementary agreements, the Cartagena Protocol on Biosafety and the Nagoya Protocol on Access and Benefit Sharing. The Secretariat of the Convention on Biological Diversity is in Montreal, Canada and is administered by UNEP. This post is located in the Capacity-Building and Knowledge Management unit under the Division of Implementation Support (IMS) of the CBD Secretariat and will support the Global Coordination Entity of the technical and scientific cooperation mechanism established by the Conference of the Parties to the Convention in decision 15/8.		

Why is the Junior Professional Officer requested/needed?

In decision 15/8, the Conference of the Parties to the Convention (COP) established a technical and scientific cooperation mechanism comprising a network of regional and subregional support centres and a global coordination entity. In decision 16/3, the COP decided that the global coordination entity will be hosted by the CBD Secretariat. Technical and scientific cooperation is one of the key means of implementation supporting the achievement of the goals and targets of the Kunming-Montreal Global Biodiversity Framework. A Junior Professional Officer (JPO) is needed to support the work of the Global Coordination Entity hosted by the Secretariat. Principally, the JPO's work will include facilitating coordination, collaboration and synergies among the 18 subregional centres, operating a global helpdesk to provide information, advice and technical support at the request of the centres, and assisting with the preparation of biennial progress reports on the work of the TSC Mechanism, based on the annual activity reports of the subregional support centres and of the global coordination entity for consideration of the Conference of the Parties, among others. The JPO will gain valuable practical experience not only in servicing intergovernmental processes but also in facilitating technical and scientific cooperation, partnership building, stakeholder engagement and resource mobilization. This opportunity would provide a unique learning experience for the career development of a young professional in the United Nations, on the one hand, and an invaluable contribution to the Secretariat in fulfilling its responsibilities, on the other.

II Duties, responsibilities and Outputs Expectations

The JPO will perform the following duties:

- a) Contribute to the development of modalities, procedures, and guidelines related to the function of the Global Coordination Entity (GCE) as per annex II of decision 16/3.
- b) Support the day-to-day activities of the GCE, including monitoring requests coming from the subregional TSC support centres and operating the global helpdesk to provide information, advice and technical support at the request of the subregional TSC support centres.
- c) Support the organization and servicing of annual coordination meetings of the subregional TSC support centres to facilitate the sharing of experiences, good practices and lessons learned among the centres.
- d) Support efforts to mobilize funding as well as in-kind contributions from various sources, including international and domestic, public and private sources and partner organizations to support the activities of the subregional TSC support centres, including through preparation of funding proposals.
- e) Assist in the establishment of partnerships with international organizations that have specialized expertise in areas related to biodiversity, to provide, through the subregional centres, support to Parties in areas where expertise or capacity is lacking.
- f) Undertake research and analyze information on the science, technology and innovation capability gaps, issues, trends and developments related to technical and scientific cooperation, including opportunities for technology transfer and innovation.
- g) Contribute to the preparation of biennial progress reports on the work of the TSC Mechanism, based on the annual activity reports of the subregional support centres and of the global coordination entity for consideration of the Conference of the Parties.
- h) Undertake other tasks that may be assigned, as necessary.

III Training component: Learning elements and expectations

Training

The Junior Professional Officer will complete all the mandatory UN courses and will receive on-the-job training. Additionally, there are several other training courses offered by the UN for developing a variety of skills including languages, computer and management skills. Moreover, the Secretariat has developed

several training modules with partners on substantive issues that the Junior Professional Officer will have access to. As described above, the tasks of this position of Junior Professional Officer will provide excellent opportunities to learn about the implementation of the Convention and its Protocols and the roles of relevant actors.

Learning elements and expectations

After one year, the Junior Professional Officer will be able to:

- Contribute to the preparation of results-based agreements for the facilitation of technical and scientific cooperation
- Use the UN's Integrated Project and Reporting Modules (IPRM) and the implementing partner module in UMOJA
- Contribute substantively to the preparation of technical documents for, and servicing of, intersessional meetings and the COP; and
- Describe how the Convention on Biological Diversity, its Protocols and its Secretariat function, and have a good understanding of the multilateral system related to the environment and sustainable development of which they are a part.

After two years, the Junior Professional Officer will be able to:

- Use the UMOJA system and its modules to manage assigned projects, including necessary.
- Organise and service meetings convened by the Secretariat and contribute effectively to the preparation of their outcomes.
- Develop proposals for technical and scientific cooperation based on experience of the past and ongoing work.

After three years (if applicable) the Junior Professional Officer is able to:

- Prepare and make presentations and meetings with other international organizations, both at duty station and on mission.
- Organise internal consultations designed to coordinate work across the Secretariat.
- Manage the entire project cycle from conceptualization to closure, and
- Contribute to the evaluation of the effectiveness of the TSC mechanism and propose future programmatic action.

IV Supervision

Title of Supervisor: Senior Programme Management Officer

Content and methodology of supervision:

The JPO will be part of the Global Coordination Entity (CGE) team and will be responsible for capacity-building, technical and scientific cooperation and knowledge management support to the Convention and its Protocols. The JPO will receive on-the-job training and will be assigned a "buddy" to help with the integration process. The scope of the work and tasks will be agreed, and a results-based personal work plan will be developed by the JPO in collaboration with the supervisor. General objectives and desired results will be discussed beforehand with the incumbent. Regular check-ins and feedback will be provided through discussions with the supervisor. The incumbent is expected to carry out the duties under the general supervision of the first appraising officer and to consult with the supervisor on issues of policy or other sensitive matters. The work of the Junior Professional Officer will be assessed on a yearly basis in line with the UN's performance appraisal review process.

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer will finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate the JPO's performance. The JPO will be supervised on a day-to-day basis. An annual work plan will be agreed upon with the supervisor at the start of the assignment and will be updated as needed. There will be a review and planning discussion with the supervisor on a regular basis. A staff performance review will be conducted every year (including mid-term review) in line with UN rules and regulations.

First appraising officer:

Title first appraising officer: Senior Programme Management Officer, Head of Unit

Unit first appraising officer: Capacity-Building and Knowledge Management

Location first appraising officer: Montreal Canada

Second appraising officer:

Title second appraising officer: Acting Principal Programme Management Officer, Director of Division

Unit second appraising officer: Division of Implementation Support (IMS)

Location second appraising officer: Montreal Canada

V Required Qualifications and Experience

Education

Advanced university degree (Master's degree or equivalent) in international development, international relations, environmental studies or science, or other disciplines relevant to biodiversity or sustainable development, is required. A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two years of relevant work experience, preferably in the field of programme or project management, sustainable development or implementation of programmes relevant to the Convention on Biological Diversity and its Protocols, is required. Experience working with diverse clients and partners is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required. Knowledge of another official UN language is desirable.

UN competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the objectives of the Convention on Biological Diversity and its Protocols. Good understanding of gender issues, including women's rights, gender equality and empowerment of women. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to undertake independent research and analysis. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matters related to technical and scientific cooperation in the context of a multilateral environmental agreement; 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 issues and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; and 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 decisions even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

VI Travel

As required by the Office, the JPO will undertake missions and/or conduct (in collaboration with the Secretariat of the Convention on Biological Diversity) workshops/events in the region.

VII Living conditions at duty station

The living conditions at the duty station (Montreal) are characterized as "normal".

General Requirements for candidates applying to the JPO Programme of the Republic of Korea:

- a) Korean citizenship
- b) Fluency in Korean and English
- c) Completion of university with a Master's degree or equivalent
- d) Certificate of English proficiency test
- e) Not older than 32 years of age as of 31st December, 2025 (born after 1st January, 1993). The maximum age limit for those who served in the military will be extended accordingly: one year will be extended for those who served for less than one year; two years will be extended for those who served for more than one year and less than two years; three years will be extended for those who served for two years or more.
- f) Male applicants shall have completed the Korean military service or be exempted from it. Those who will be discharged from military service in the year of the application may also apply.
- g) Applicants can apply for a maximum of two JPO positions sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.

Required Documents:

- a) A complete application (e.g., P11, PHP) and motivation letter in English
- b) A scanned copy of applicant's Resident Register in English, issued by the Korean Government
- c) A copy of university degree (Bachelor's/Master's degree) certificate in English
- d) A copy of English proficiency test certificate (Test scores are valid for 2 years after the test date) Certificate of English proficiency test: Applicants should score a minimum of
 - (i) TOEFL iBT 100 or (ii) TEPS 430 or (iii) IELTS 7 or (iv) TOEIC 900
 - (ii) TOEFL 'Home Edition' score is accepted while 'MyBest Scores' are not accepted
 - (iii) IELTS General Training and Academic test are both accepted

Only for male applicants who have completed the national military service: A certificate of Korean Military Service in English. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the Military Service Law.

Only for low-income applicants: A scanned copy of a certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial translation in English

Only for persons with disability: A scanned copy of a certificate of person with disability issued in Korean and English

Required Documents:

Please send your complete application for this position to the email address below.
Please submit PDF files only.

UNEP-HR-JPO unep-hr-jpo@un.org

Applications must be received no later than **Friday, 1st August 2025 at 11:59 PM KST.**

Application received after that deadline will not be considered. Applications will receive a confirmation of receipt. Only short-listed candidates will be contacted.