Job Opening

UNITED NATIONS ENVIRONMENT Programme
JUNIOR PROFESSIONAL OFFICER

General Information

Post Title	Junior Professional Officer
Office/Division/MEA	Secretariat of the Global Framework on Chemicals (GFC)
Unit	Chemicals and Health Branch, Economy Division
Location	Geneva, Switzerland
Duration	2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.
Grade	P2
Entry on duty	November-December 2026
Application open from	Friday, May 15, 2026.
Deadline:	Friday, June 26, 2026, at 11:59 PM KST

Please read CONDITIONS OF ELIGIBILITY (Requirements by MOFA)

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 Global Framework on Chemicals – For a Planet Free of Harm from Chemicals and Waste (GFC) is a voluntary, multi-sectoral and multi-stakeholder global policy framework adopted in 2023 to support the safe and sustainable management of chemicals and waste across their life cycles. The Framework aims to prevent harm to human health and the environment while supporting sustainable development, in line with the 2030 Agenda for Sustainable Development.

The GFC Secretariat is hosted by the United Nations Environment Programme (UNEP) within the Chemicals and Health Branch in Geneva and supports the governance, coordination and implementation of the Framework. The work of the Secretariat focuses on facilitating multi-sectoral and multi-stakeholder engagement and supporting the development and coordination of implementation programmes.

The Framework is currently focused on operationalizing implementation programmes, including strengthening engagement with high impact sectors, including electronics, healthcare, textiles and building and construction. This includes strengthening engagement with the private sector and other value chain actors as key partners for implementation. These areas require sustained coordination capacity within the Secretariat to ensure coherence, systematic follow-up and timely delivery across sector initiatives.

Why is the Junior Professional Officer requested/needed?

The Junior Professional Officer is requested to support the Global Framework on Chemicals Secretariat in strengthening sector engagement and in reinforcing the Secretariat's capacity to coordinate and support implementation under the Framework. The position is requested for an initial duration of two years, with the possibility of extension for an additional year, in order to ensure continuity and sustained support to these functions.

The JPO is needed to support the GFC Secretariat to:

- Strengthen sector engagement and coordination, including economic and industry sectors and value chain actors, in support of implementation of the Framework.
- Support coherence and follow-up across sectoral implementation programmes and initiatives under the Framework.
- Enhance the Secretariat's capacity to support governance and delivery, including servicing meetings and producing substantive documentation.
- Support the scale up finance to transform operations and increase investment in delivering GFC goals and targets from the private sector.
- In addition, the programme of work under the Global Framework on Chemicals requires the Secretariat to support a broad range of functions, including facilitation of national implementation, knowledge generation and exchange, addressing issues of concern, supporting capacity building, partnerships and resource mobilization. The Secretariat also supports the organization and follow-up of meetings of the governing bodies and related processes under the Framework.

These responsibilities are central to the Secretariat's programme of work.

The JPO assignment will strengthen overall delivery capacity and provide practical experience in a multi-sectoral, multi-stakeholder global policy framework on chemicals and waste.

II Duties, responsibilities and Outputs Expectations

Learning elements and expectations

By the end of the assignment, the JPO will have:

- A good understanding of the Global Framework on Chemicals and its governance, programme of work and implementation architecture, including how sector engagement, implementation support and governance are managed within the UN system.
- Demonstrated experience in supporting intergovernmental and multi-stakeholder processes, including preparation and servicing of bureau meetings and sectoral consultations, drafting of meeting documentation, and follow-up of decisions and agreed actions.
- Proven ability to draft high-quality substantive outputs, including briefing notes, background papers, summaries and presentations related to sector engagement and implementation support, requiring minimal supervision.
- Practical experience in coordinating across sectors and institutions, including working with partner organizations and diverse stakeholders, and supporting coherence and follow-up across multiple workstreams.
- Strengthened professional skills in analysis, drafting, coordination and communication, applicable to international environmental and chemicals governance contexts.
- A solid working knowledge of UN systems, rules and procedures, and experience working effectively in a multicultural, multi-disciplinary environment.
- An established professional network within UNEP, across the UN system, and among government and stakeholder partners engaged in chemicals and waste management.

IV Supervision

Title of Supervisor:

The JPO will be supervised by a GFC Programme Management Officer. The Second Reporting Officer will be the Head of the Global Framework on Chemicals Secretariat

Content and methodology of supervision:

During the first month of the assignment, the JPO will work closely with the direct supervisor to develop and agree on a work plan aligned with the objectives of the Global Framework on Chemicals. The work plan will define clear responsibilities, expected outputs, and learning objectives and will be mutually agreed upon by the JPO and the supervisor.

The JPO will receive day-to-day supervision and technical guidance from the direct supervisor. Regular check-ins will be held to review progress, address challenges, and adjust priorities as needed. The supervisor will provide ongoing feedback, mentoring, and support to ensure effective performance and professional development.

The United Nations Performance Evaluation System (e-Performance) will be used to assess the JPO's performance in line with UN rules and regulations. An annual performance appraisal will be conducted, including a mid-term review, to assess progress against the agreed work plan, identify areas for improvement, and support continuous learning. The work plan may be updated during the assignment to reflect evolving priorities and learning needs.

First appraising officer: Programme Management Officer, Global Framework on Chemicals Secretariat
Unit first appraising officer: Global Framework on Chemicals Secretariat Location first appraising officer: Geneva

Second appraising officer: Head, Global Framework on Chemicals Secretariat Unit first appraising officer: Global Framework on Chemicals Secretariat
Location first appraising officer: Geneva

V Required Qualifications and Experience

Education

Advanced university degree (Master's degree or equivalent) in a relevant field related to the implementation of the Global Framework on Chemicals, such as Environmental sciences, public health, chemistry, toxicology, occupational health, engineering, environmental policy, international relations, law, economics, development studies, or a related field. A first-level university degree in combination with four years of qualifying professional experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of two (2) years of relevant professional experience working on environment and health, chemicals and waste management, sustainable development, or the implementation of environmental or public health related programmes, projects, and activities.

Prior experience at the international level and/or in project or programme development and implementation and in developing partnerships is an advantage. Private sector experience is desirable.

Prior international experience and/or experience in working with or coordinating across sectors, stakeholder engagement, partnership development, or multi-stakeholder processes is an advantage.

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

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 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; usestime efficiently.

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.

VI Travel

Missions and costs of travel envisaged during first year of assignment Missions and costs of travel envisaged during second year of assignment
Missions and costs of travel envisaged during third year of assignment (if applicable)

The JPO will be expected to join key meetings with Framework's stakeholders, such as the Open-ended Working Group meetings and the International Conference.

VII Living conditions at duty station

The duty station is Geneva, Switzerland. Living and working conditions are those of a major international city with a well-established United Nations presence. The duty station offers good infrastructure, housing, healthcare, education and public services. Living conditions are considered standard for a UN headquarters duty station.

CONDITIONS OF ELIGIBILITY (Requirements by MOFA)

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

- Korean citizenship
- Fluency in Korean and English
- Completion of university with a Bachelor's degree
- Not older than 32 years of age as of 31st December, 2026 (born after 1st January, 1994). 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.
- 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.
- 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 complete application (e.g., P11, PHP, etc.) and motivation letter in English
- A scanned copy of applicant's Resident Register in English, issued by the Korean Government
- A copy of university degree (Bachelor's/Master's degree) certificate in English
- A copy of English proficiency test certificate
  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

- TOEFL 'Home Edition' score is accepted while 'My Best Scores' are not accepted
- IELTS General Training and Academic test are both accepted
- Test scores are valid for 2 years after the test date

- Scanned copies of Certificate of Employment, including information such as the period of employment, organization, department/unit, position/title, and duties/responsibilities, in English

* Note: Applicants are required to submit supporting documents for all professional experience listed in the application.

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

How to Apply

Applications must be received no later than **Friday, June 26, 2026 at 11:59 PM KST**

Applications received after this date will not be considered. Applicants will receive confirmation of receipt. Only short-listed candidates will be contacted thereafter.

The position will be published on the UNEP Work with us webpage: www.unenvironment.org/work-with-us

- To apply for this job, please submit an application to unep-hr-jpo@un.org
- Please attach all *Required Document*s in PDF files, including your PHP