

## UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

### CHER000027--Sustainable Environmental Management Specialist

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

## General Information

<b>Country of Assignment</b>	Switzerland
<b>Host Institute</b>	UN Office of the High Commissioner for Human Rights
<b>Volunteer Category</b>	International Specialist
<b>Number of Volunteer</b>	2
<b>Duration</b>	until 31-12-2021
<b>Possibility of Extension</b>	Yes
<b>Expected Starting Date</b>	Immediate
<b>Duty Station</b>	Geneva [CHE]
<b>Assignment Place</b>	Family Duty Station

#### Assignment Place Remark

Assignment Title: UN Specialist Volunteer in Sustainable Environmental Management (Graham Turnbull Memorial UNV for Sustainable Environmental Management and the Sastra Chim Chan Memorial UNV for Sustainable Environmental Management, respectively)

EU citizens (including Swiss citizens) are eligible to apply to the international assignments.

#### Living Conditions

The UN Volunteer will be based in Geneva, Switzerland. Currently, there are no direct threats to UN personnel or assets within the country. It is the incumbent's responsibility to comply with immigration, customs and health requirements while entering/exiting the country. The incumbent is responsible for finding and securing their own accommodation. Geneva is a cosmopolitan metropolis with modern amenities, cultural attractions, public transportation and restaurants.

# Assignment Details

**Assignment Title** Sustainable Environmental Management Specialist

## Organizational Context & Project Description

OHCHR is a United Nations Secretariat department with its Headquarters in Geneva and various types of human rights field presences in over 90 countries. At Headquarters in Geneva, the Office is organized in three Divisions, namely the Thematic Engagement, Special Procedures and Right to Development Division (which develops research in priority areas and supports the High Commissioner's policies and advocacy in these areas including climate change and the environment and also provides substantive support to the special procedures mechanisms of the Human Rights Council), the Human Rights Council and Treaties Division (providing support to the Human Rights Council, its Advisory Committee and the human rights treaty monitoring bodies), as well as the Field Operations and Technical Cooperation Division (supporting our human rights field presences) as well as Programme Support and Management Services and Executive Direction and Management.

OHCHR seeks to be recognized as a lead sustainability advocate within the UN Secretariat by demanding transparency, accountability and a holistic, rights-based approach to sustainability that fully embraces its environmental and social aspects advancing the human right to a healthy environment. OHCHR's thought-leadership on the human right to a healthy environment should be backed by effective internal sustainability action, operations and management that supports a paradigm shift in sustainable development practices within and outside the UN system.

By taking more effective sustainability action now, OHCHR has the opportunity to influence broader, potentially more impactful UN Secretariat wide and business practices. Taking internal action to implement the highest possible sustainability standards will amplify OHCHR's advocacy throughout the environmental policy space including with respect to efforts to improve sustainable environmental management systems within and outside the UN Secretariat.

In 2020, OHCHR's Deputy High Commissioner, established an internal Working Group on Sustainable Environmental Management (WG SEM) composed of volunteers from across Headquarters and its field presences. The Working Group is mandated to develop a plan to strengthen OHCHR's existing sustainability practices and establish OHCHR as a global sustainability leader. The Working Group will develop an environmental management system for OHCHR, facilitating an office-wide culture shift toward greater sustainability aligned with UN values and OHCHR's broader work and advocacy on human rights and the environment. These UNV positions will directly support the WG SEM and its Chair working closely with relevant teams across the Office (e.g. Programme Support and Management Services, the environment team, country presences and human rights mechanisms) to enhance OHCHR's sustainability practices and advocacy related to human rights and sustainability.

**Sustainable Development Goals** 12. Responsible Consumption and Production

## Task description

Under the direct supervision of the Chair of the OHCHR Working Group on Sustainable Environmental Management or his delegate, the UN Specialist Volunteer will undertake the following tasks:

- Support OHCHR's internal Working Group on Sustainable Environmental Management, its sub-groups and inter-office coordination efforts;
- Support the development, monitoring and implementation of OHCHR's organizational effectiveness action plan on sustainability and an Environmental Management System (EMS);
- Contribute to the development and implementation of OHCHR strategies, policies and practices on sustainable environmental management including with respect to procurement, facilities, waste management and travel;
- Research, review and analyse information related to human rights and sustainability including environmental management systems and good practices;
- Review existing policies and practices; and analyse operational data in liaison with internal OHCHR counterparts to feed into the development of new activities and practices;
- Strengthen OHCHR field office capacity related to sustainable environmental management through provision of direct technical support and development of appropriate tools, training and capacity-building activities;
- Contribute to the set up and management of a small seeding change programme, where internal sustainability related project

proposals are evaluated, selected, operationalized and monitored;

- Contribute to sustainability efforts and GHG reporting for OHCHR within the United Nations system including through Sustainable UN, Greening the Blue and under the UN Sustainability Strategy 2020 – 2030 including, but not limited to, by collecting, analysing and reporting related data and supporting data collection for the carbon footprint of OHCHR HQ and its country presences;
- Contribute to the development of strategic institutional partnerships and joint activities in the field of sustainable environmental management including 2050 Today;
- Support OHCHR advocacy related to sustainable environmental management and human rights including the human right to a healthy environment;
- Contribute to statements, speeches and reports by the High Commissioner and other senior staff on the issue of sustainable environmental management;
- Liaise with representatives of governments, regional and international organisations, human rights treaty bodies, special procedures, and civil society organisations on human rights and sustainable environmental management;
- Perform other related duties as required.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

#### Results/Expected Outputs

On completion of the assignment, the UNV will be able to:

- Draft substantive briefing notes, talking points, and reports on human rights and sustainable environmental management;
  - Develop tools and materials on sustainable environmental management and human rights and carry out capacity-building activities;
  - Research issues involving sustainable environmental management; and
  - Critically assess developments in the area of sustainable environmental management.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

## Qualifications/Requirements

**Required Degree Level** Bachelor degree or equivalent

#### Education - Additional Comments

Advanced university degree in Law, International relations, Political Science, Development, Environmental Policy, Administration, Business Management, Sustainable Environmental Management or related subject is required

**Required experience** 36 months

#### Experience Remark

Demonstrated interest and at least **3 years of experience in human rights, sustainable development and/or environmental**

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W. [www.unv.org](http://www.unv.org)

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**management and administration.**

Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded;

Language Skills: Excellent English writing skills are essential. Working knowledge of a second UN official language is an asset.

**Language**

- English (Mandatory) , Level - Fluent

**Area of Expertise**

- Sustainable natural resources management and climate change adaptation Optional
- Energy and environmental economics, carbon market mechanisms Optional
- Human rights Optional

**Area of Expertise Requirement**

Areas of Expertise: Energy, environment and sustainable natural resources management

Additional Requirements for Area of Expertise: Experience working on human rights and environmental management is desirable.

**Need Driving Licence**

No

**Competencies & Values**

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

## Conditions of Service and other information

**Condition of Service**

[Click here to view Conditions of Service](#)

**Conditions of Service for International Specialist:**

Note on novel coronavirus – COVID-19.

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The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

### **Supervision, induction and duty of care of UN Volunteers** (Roles and Responsibilities of Host Entity)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

### **Disclaimer**

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*