

## UN ENVIRONMENT JUNIOR PROFESSIONAL REQUEST

### General Information

Post Title: Junior Professional Officer – Associate Technical Officer

Unit: Secretariat of the Agreement on the Conservation of African-Eurasian Migratory Waterbirds (AEWA)

Location: UNEP/AEWA Secretariat in Bonn, Germany

Duration: 2 or 3 years

### Background information on UN Environment and requesting Unit

The Agreement on the Conservation of African-Eurasian Migratory Waterbirds (AEWA) is an intergovernmental treaty dedicated to the conservation of migratory waterbirds and their habitats across Africa, Europe, the Middle East, Central Asia, Greenland and the Canadian Archipelago.

AEWA covers 255 species of birds ecologically dependent on wetlands for at least part of their annual cycle. All these species cross international borders during their migrations and require good quality habitat for breeding as well as a network of suitable sites to support their annual journeys. Developed under the framework of the Convention on Migratory Species (CMS) and administered by the United Nations Environment Programme (UN Environment), AEWA brings together countries and the wider international conservation community in an effort to establish coordinated conservation and management of migratory waterbirds throughout their entire migratory range.

The Agreement area covers 119 Range States and to date 85 Parties (as of 1 July 2023) have acceded to the treaty (84 countries and the European Union).

The Agreement has three main bodies: the Meeting of the Parties (MOP), which is the highest governing body of AEWA, the Standing Committee (StC) and the Technical Committee (TC), respectively responsible for steering the operations between sessions of the MOP and for providing scientific and technical advice. The UNEP/AEWA Secretariat supports the Parties and services the bodies of the Agreement.

The Technical Committee comprises representatives appointed on a regional basis and thematic experts as well as representatives of relevant non-governmental organizations; it provides scientific and technical advice and information to the Parties and recommendations on the implementation of the Agreement.

The Committee meets twice every triennium in between two sessions of the Meeting of the Parties and inter-sessionally it works on the implementation of its workplan, adopted by the Meeting of the Parties, via a dedicated workspace, which is a web-based, password-protected communication space and working area that provides easy access to documents, enables correspondence and discussions, as well as archiving of all the work. In addition to the workplan implementation, the Technical Committee is also requested to provide advice routinely or on ad hoc basis on various issues, such as the Implementation Review Process – the AEWA compliance review mechanism.

The Science, Implementation and Compliance Unit (SICU) within the UNEP/AEWA Secretariat, amongst other things, is responsible for supporting the Technical Committee

in performing its duties. The Junior Professional Officer will be assigned to the SICU. For the organigram of the UNEP/AEWA Secretariat please see Annex 1 on page 9.

### **Why is the Junior Professional Officer requested/needed?**

Since the Agreement has entered into force in 1999, the number of conservation measures and initiatives put in place has grown substantially. In addition, every session of the Meeting of the Parties adopts decisions on emerging issues requiring the scientific and technical advice of the Technical Committee and the support and involvement of the Secretariat. The Technical Committee workplan, revised every three years and adopted by the Meeting of the Parties, is an ambitious compilation of essential tasks needed to advance the implementation of the Agreement. The successful implementation of the workplan requires intensive networking within the Committee and externally with other counterparts that can contribute and assist. The 7<sup>th</sup> session of the Meeting of the Parties to AEWA (MOP7, 4-8 December 2018, Durban, South Africa) adopted the AEWA Strategic Plan for 2019-2027, which resulted in an increased number of Technical Committee guidelines and assessment reports required to support the implementation of the new Strategic Plan and its monitoring of effectiveness.

Further to this very significant upgrade of its workplan, the Technical Committee is facing an increasing number of requests for ad hoc consultations and advice as well as routine reviews, for example of the growing number of potential Implementation Review Process cases brought by the civil society. It is further monitoring the preparation and implementation of Single Species Action Plans (coordinated through International Species Working Groups), which, with the new plans adopted MOP8 in September 2022 reached a total of 27 plans.

The Science, Implementation and Compliance Unit, which is the one responsible within the UNEP/AEWA Secretariat for the Technical Committee support, comprises only three Professional Officers, which is a very limited capacity to attend to its extensive mandate. Two of the professional officers are on project posts and responsible for supporting other specific programmes, therefore most of the Technical Committee support is being provided by the Head of Unit. The increased portfolio for the Technical Committee from 2019 onwards led to an even more extensive volume of work for the SICU. The personnel gap within the Secretariat is, thus, in stark contrast to the growing needs of the Technical Committee and the Parties for day-to-day support and assistance. The JPO will therefore be essential to strengthening the delivery by the SICU over a period of two, preferably three, years following MOP8.

Recognizing the expanding portfolio of the Technical Committee and the growing workload of the Secretariat, while at the same time the resource allocation to the Secretariat is stagnant, MOP7 through its [Resolution 7.11](#) urged Contracting Parties which provide Junior Professional Officers (JPO) to the United Nations system to prioritize and allocate a JPO to the UNEP/AEWA Secretariat for Technical Committee support, in order to strengthen the Secretariat in its role of facilitator of the Technical Committee. This call was retired by MOP8 through [Resolution 8.11](#).

A JPO is therefore requested to allow the UNEP/AEWA Secretariat to meet the challenges of its increasing portfolio and deliver successfully high-quality support to the Technical Committee and the Parties. This will ultimately provide for achieving the goal of the Agreement to maintain waterbird populations in a favourable conservation status.

## Supervision

The JPO will be provided with the standard staff supervision provided in the UN system and annual evaluations will be done in accordance with the UN Performance Appraisal System.

Overall supervisor:

Name: Jacques Trouvilliez

Title: Executive Secretary

Unit: Executive Management

Email: [jacques.trouvilliez@un.org](mailto:jacques.trouvilliez@un.org)

Telephone: +49-228-815-2414

Direct supervisor:

Name: Sergey Dereliev

Title: Head of Unit

Unit: Science, Implementation and Compliance

Email: [sergey.dereliev@un.org](mailto:sergey.dereliev@un.org)

Telephone: +49-228-815-2415

All supervisors are based at:

United Nations Campus

Platz der Vereinten Nationen 1

53113 Bonn, Germany

## Content and methodology of the supervision

The JPO supervision will include the initial induction and introduction to objectives and tasks through dialogue. Desired results and anticipated issues will be discussed beforehand with the incumbent. He/she will have an annual workplan, established in consultation with the supervisors, and will be assessed according to its implementation. Regular feedback on the progress of activities will be given by all supervisors. He/she will have daily contact with the supervisors and will be receiving regular and close guidance. The incumbent shall consult with the supervisors on policy or other sensitive matters.

The incumbent's work programme will be discussed and evaluated under the framework of the UN Performance Appraisal System, including feedback on the frequency and nature of assessment of accomplishment, review of problems, discussions on job-satisfaction and a discussion of the development plan and learning objectives.

First appraising officer: Sergey Dereliev (Head of the Science, Implementation and Compliance Unit)

Second appraising officer: Jacques Trouvilliez (Executive Secretary)

## Duties, responsibilities and output expectations

### Terms of reference

Under the overall supervision of the Executive Secretary and the day-to-day supervision of the Head of Science, Implementation and Compliance Unit, the main duties of the JPO will be to:

- 1) Support the operations of the Technical Committee and, in particular, assist in:
  - a) Organising meetings of the Committee;
  - b) Drafting agenda and schedule for meetings of the Committee;
  - c) Coordinating posting of Committee documents on the AEWA website;
  - d) Compiling substantive documents against the Committee's workplan;
  - e) Moderating and managing the Committee's online workspace;
  - f) Maintaining close and regular contact with the Chair and Vice-chair of the Committee;
  - g) Maintaining regular liaison with chairs of Committee's working groups, task leads and other members;
  - h) Communicating with the Committee on producing routine and ad hoc advice and guidance to the Parties;
  - i) Implementing tasks of the Committee against its workplan, as necessary and appropriate;
  - j) Liaising with external counterparts and partners for generating support to the Committee's work;
  - k) Outsourcing assignments to external consultants;
  - l) Monitoring the implementation of the Committee's workplan and coordinating delivery against it;
  - m) Compiling funding applications;
  - n) Approaching donors to raise funds for implementation of the Committee's workplan;
  - o) Publicizing results of the work of the Committee through the AEWA website;
  - p) Drafting progress reports on the Committee's activities to the Standing Committee and the Meeting of the Parties.
  
- 2) Support the work of the International Species Working Groups by assisting in:
  - a) Preparing meetings;
  - b) Liaising with implementing partners;
  - c) Planning projects and compiling funding applications to support their implementation;
  - d) Drafting documents and related web-articles.
  
- 3) Support the Implementation Review Process by assisting in:
  - a) Receiving initial submissions of potential cases;
  - b) Liaising with submitters;
  - c) Consulting with the Technical Committee;
  - d) Preparing advice for the Standing Committee.
  
- 4) Provide other support to the Secretariat, as necessary.

## Output expectations

Within the tenure of the JPO post, the incumbent is expected to facilitate the delivery of the following:

### A: Technical Committee support

- Well-organised and prepared meetings of the Technical Committee;
- Dynamic communication and exchange within the Technical Committee through the online workspace;
- High-quality documents and other outputs by the Technical Committee;
- Timely and comprehensive advice and guidance to Parties, as needed;
- Increased support by external counterparts and partners to the work of the Technical Committee;
- Increased donor support to the work of the Technical Committee;
- High implementation ratio of the Technical Committee workplan;
- Results achieved by the Technical Committee are publicized and reported to the other governing bodies of the Agreement.

### B: International Species Working Groups support

- Well-organised and prepared meetings of International Species Working Groups;
- High-quality documents compiled, as necessary;
- High-priority conservation projects developed and implemented through partnerships;
- Increased funding support for implementation of International Single Species Action Plans;
- Results achieved by International Species Working Groups are publicized.

### C: International Review Process support

- Timely processing of IRP files;
- Competent advice prepared for the Standing Committee.

## **Travel**

Missions and costs of travel envisaged:

First year (2025):

- At least two missions: one to the 20<sup>th</sup> Meeting of the Technical Committee and one to the 9<sup>th</sup> Session of the Meeting of the Parties. Approximate costs, pending location and venue: 4,500€ (20% to be provided by the UNEP/AEWA Secretariat).

Second year (2026):

- At least two missions: one to the 21<sup>st</sup> Meeting of the Technical Committee and one in relation to Species Action Plans / International Species Working Groups or other initiatives in the portfolio of the Technical Committee. Approximate costs, pending

location and venue: 4,500€ (at least 50% to be provided by the UNEP/AEWA Secretariat).

Third year (2027):

- At least two missions in relation to Species Action Plans / International Species Working groups or other initiatives in the portfolio of the Technical Committee. Approximate costs, pending location and venue: 4,500€ (at least 20% to be provided by the UNEP/AEWA Secretariat).

## Training and Learning Elements

- Problem-solving: The incumbent will learn to identify root causes of pressures and threats affecting waterbird species and their habitats from an international perspective. He/she will be requested to make use of his/her knowledge and skills to come up with proposals to solve conservation problems.
- Working for an inter-governmental organisation: The incumbent will learn the specificities of servicing an inter-governmental treaty by preparing intergovernmental meetings and conferences, drafting documentation and supporting negotiations.
- Working within a multicultural environment: Not only is the UNEP/AEWA Secretariat comprised of staff from different nationalities, it is also co-located with other UN organizations (20 agencies from the United Nations Framework Convention on Climate Change - UNFCCC to the Inter-governmental Panel for Biodiversity and Ecosystem Services - IPBES) at the UN premises in Bonn. The incumbent will thus be able to learn how to work in an 'international environment', consisting of colleagues with different cultural backgrounds.
- The incumbent will receive preliminary training in his/her country of origin, according to the national JPO policy. The incumbent will also have to take several mandatory training modules as part of the induction in the UN system. In addition, a multitude of online training courses ranging from project management to ethics in the workplace can easily be accessed through the UN portal by the incumbent.
- On-the-job training: the Executive Secretary and the Head of Science, Implementation and Compliance Unit both have long-standing experience working in inter-governmental organisations and in devising, planning, deploying and coordinating conservation action. Through their close supervision, the incumbent will receive on-the-job training.
- Language training: The incumbent is eligible to receive language training in the languages offered in Bonn duty station.
- Depending on the experiences and skills of the incumbent, there could be a need for additional training on substantive areas of work relevant for his/her portfolio. The total duty-related travel and training allocation (DTTA) per annum is estimated to be 5,500-7,500€ depending on the level and intensity of required additional training.

After one year the JPO will be able to:

- Demonstrate knowledge of the UN system, its rules and regulations, and inter-governmental set up;
- Draft documents for sessions of MEA governing bodies (AEWA Meeting of the Parties);
- Organize sessions of MEA governing bodies (Meeting of the Parties);
- Identify stakeholders and implementation partners for international activities;
- Identify donors, and develop funding applications.

After two years the JPO will be able to:

- Draft documents for meetings of MEA technical subsidiary bodies (AEWA Technical Committee);
- Organize meetings of MEA technical subsidiary bodies (AEWA Technical Committee);
- Moderate operations of Multilateral Environmental Agreement (MEA) technical subsidiary bodies (AEWA Technical Committee);
- Liaise with donors and generate funding for key implementation activities;
- Plan and coordinate projects;
- Develop presentations and communication materials relating to the area of work;
- Demonstrate strengthened organizing skills.

After three years the JPO will be able to:

- Competently manage and coordinate networks of people;
- Confidently liaise with representatives of the governments of inter-governmental treaties;
- Compile advice and guidance to governments;
- Address complex issues, such as cases of non-compliance with international treaties;
- Demonstrate strengthened negotiating skills.

## **Qualifications and experience**

**Qualifications:** An advanced university degree in biology, ecology, environmental or other related sciences, international relations or other relevant area (Masters or equivalent). A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree. A demonstrated interest in wildlife conservation would be an advantage.

**Skills:** Excellent interpersonal skills, written and oral communication, multitasking, organizing, coordinating, analytical and teamwork skills.

**Working experience:** A minimum of two years of progressively responsible experience in implementation of environment-related programmes, projects and activities is required. Prior experience at the international level is advantageous.

**Languages:** English and French are the official languages of the Agreement. The working language of the UNEP/AEWA Secretariat is English. For the advertised post, fluency in oral and written English is required; a good working knowledge of French is an asset.

Knowledge of another UN official language is an advantage, in particular Arabic and Russian.

Other Skills: Excellent computer skills (Microsoft Office) and technological awareness are required.

## **Competencies**

Professionalism: Knowledge and understanding of international and national environmental/conservation policies, drafting skills, and project development.

Communication: Excellent communication skills essential for drafting correspondence and documents. Ability to communicate complex information to various groups.

Teamwork: Excellent interpersonal skills, proven ability to work as part of a team. Ability to establish and maintain effective working relations with partners inside and outside the organization.

## **Living conditions at duty station**

The city of Bonn provides excellent living conditions (housing, health care, public transport, other public services) for those who come from abroad to work at the UN or other organizations.



Annex 1 – Organigram of the UNEP/AEWA Secretariat



UNEP/AEWA Secretariat: Staff composition

**Executive Management Unit**  
 P4, Executive Secretary (Jacques Trouvilliez)  
 P2, Executive Management Support Officer (Catherine Lehmann)  
 G5, Administrative Assistant (Marie -Therese Kämper)

**Science, Implementation and Compliance Unit**  
 P3, Head of Unit (Sergey Dereliev)  
 P3, Species Officer (ongoing recruitment)  
 P2, EGMP Coordinator (Bruno Leles)  
**JPO – Associate Technical Officer (vacant)**  
 G5, Programme Management Assistant - EGMP (Shanay Huseynova)  
 G5, Programme Management Assistant (Jeannine Dicken)

**African Initiative Unit**  
 P2, African Initiative Coordinator (Evelyn Moloko)  
 G5, Programme Management Assistant (Birgit Drerup)

**Communication Unit**  
 P2, Information Officer (Florian Keil)  
 G5, Information Assistant (Dunia Sforzin)

P – Professional Staff Category  
 G – General Staff Category

As of 15 January 2024