

## **Vacancy Announcement for Consultancy with UNEP**

### **Coordinator for UNEP Sustainable Buildings Policies in Developing Countries (SPOD)**

**Duty station:** Paris, France

**Unit:** UNEP Division for Technology, Industry and Economics

**Duration:** One year with possibility of extension

**Conditions:** This vacancy is offered as a full time consultancy to UNEP DTIE

**Salary:** Depending on background and experience of the successful candidate, remuneration will be offered up to a maximum amount of US\$ 6.500 per month.

**Start date:** mid-January 2011

#### **Summary of the assigned duties:**

Under the overall coordination of the Head of the Sustainable United Nations and direct supervision of the Programme Officer in charge of the Urban Programme (the “Urban Programme Officer”), the SPOD Coordinator will:

- a. Support all aspects of the implementation of the Sustainable Buildings Policies in Developing Countries (SPOD) project.
- b. Provide support to other sustainable buildings and urban related projects and activities in UNEP/DTIE, including the Sustainable Urban Social Housing Initiative (SUSHI) and the Cities Alliance project.
- c. Support the Urban Programme Officer in developing new projects and programmes in emerging areas, under the overall framework of Resource Efficiency, such as Green Economy, the 10-year programme on SCP, and cooperation with China and Africa, and to do so under the overall context of an integrated sustainable buildings & cities programme in UNEP.

#### **Background**

The objective of SPOD is to create the capacity for countries to establish a policy foundation for mainstreaming sustainable construction and buildings, including reduced greenhouse gas emissions, and to assist developing countries in efforts of poverty alleviation, social equity and economic prosperity through policies for sustainable construction and buildings.

The SPOD project builds on the work done jointly by the Sustainable Buildings and Climate Initiative (SBCI) and the Finland-led Marrakech Task Force on Sustainable Buildings and Construction (MTF), and will be closely coordinated with UNEP’s and Habitat’s common work on sustainable urban development. SPOD will include four blocks of activities:

- 1) Provide a Quick Scan Tool to assist governments understand how the building sector influences sustainable development in that country and what barriers and opportunities exist for adopting policy tools in support of sustainable construction and buildings.

- 2) Develop Policy Building Blocks, which will provide the policy makers with the information and methodologies necessary to design and employ the most suitable sustainable building policy tools adapted to the local context.
- 3) Perform field tests of the Quick Scan Tool and the policy building blocks at two locations in developing countries. This serves both to verify/adjust the tools, and to develop pilot examples of how the tools can be used.
- 4) Design and implement an innovative dissemination strategy of project outputs, making full use of the SBCI and MTF networks.

The project is set up by UNEP SBCI in cooperation with the Marrakech Task Force on Sustainable Buildings and Construction and will be implemented in two pilot cities in Africa.

The Urban Programme has the mission to integrate the urban dimension of global environmental issues and to encourage a more consistent approach within UNEP.

More specifically, the programme aims at promoting the link between local and global agendas and action. For instance, the programme supports networks of cities in addressing climate change and interventions that have both local and global benefits.

Furthermore, the Urban Programme also promotes a better integration of environment in urban strategic planning and of sustainable urban development in green economy and overall sustainable production and consumption. The Urban Programme acts as the UNEP focal point for collaboration with Cities Alliance, UN-HABITAT and ICLEI- Local Governments for Sustainability.

### **Duties of the SPOD Coordinator**

Main duties of the SBCI coordinator are as follows:

#### 1. Take overall responsibility for managing SPOD

Support the preparation and implementation of the SPOD project, based on the SPOD project document and budget. This includes administrative and substantive follow-up, monitor and report on the budget, and ensure coordination with SPOD liaison in ROA.

#### 2. Support other sustainable buildings and urban related projects and activities in UNEP

Support the Urban Programme Officer to manage the Cities Alliance project and in particular to ensure that tools related to sustainable buildings are included in the methodology development for Cities Alliance. Linkages with other urban related projects will be sought as well as with other sustainable buildings projects such as SUSHI and SBCI.

#### 3. Support the Urban Programme Officer in developing new projects and programmes in emerging areas, such as Green Economy, the 10-year programme on SCP, and cooperation with China and Africa, and to do so under the overall context of an integrated sustainable buildings & cities programme in UNEP.

- (i) In coordination with concerned colleagues analyze trends and issues of significance to enhance UNEP's work on sustainable buildings and cities and coordination with other work areas in UNEP. Contribute to developing strategies and activities to respond to such issues. Develop project proposals, briefing notes and background information to support negotiations, fund raising and internal planning and coordination of programmes and projects.
- (ii) Participate in and contribute to coordination activities with the sustainable urban development program, through joint briefing papers and proposals, support to specific activities and joint planning and coordination of meetings and activities.

## **Required Qualifications**

The successful candidate should meet the following criteria:

### Education

An advanced university degree in engineering, architecture, environmental or business management or a first university degree with a relevant combination of professional and academic qualifications. Specialisation in the field of sustainable buildings and construction is highly preferable.

### Work experience

A minimum of five years work with experience in dealing with the environmental aspects of sustainable buildings is required. Experience in urban planning and management a strong asset. Programme/project development, management and co-ordination experience, especially from UN and/or at the international level is a strong asset, as is such experience within the area of sustainable buildings and/or urban development.

### Language

English is the working languages of the United Nations Secretariat. For the advertised post, fluency in oral and written English is an absolute requirement. Knowledge of a second official UN language, preferably French, is an advantage.

### Professionalism

The candidate shall demonstrate professional competence in the area sustainability management in organizations with strong analytical skills and ability to conduct research in the subject matter. The candidate shall have the ability to deliver outputs by deadline and work under pressure within tight deadlines. The candidate shall be able to develop clear goals that are consistent with agreed strategies and action plans and identify priority activities. The candidate shall have the ability to prepare project documents, strategy papers, briefing notes and reports that are clear, concise and meaningful for both technical and non-technical audiences. The candidate shall establish and maintain good working relationships with a broad range of people to implement organizational objectives.

### Management experience

The candidate shall have the ability to provide technical leadership in overseeing work of local experts, ensuring quality of programmatic outputs and services. They shall maintain good communication with strategic stakeholders while providing leadership to assessment teams in the field and solving practical problems that arise.