

**United Nations Mission in Liberia**

**UNMIL**

**Internal/External Vacancy Announcement**

<b>Vacancy #:</b> UNMIL-ODMS-17-2277	<b>Deadline:</b> 07 July 2017
<b>Post Title:</b> Environmental Affairs Officer – (One position)	<b>Level:</b> NO/A
<b>Organizational Unit:</b> Occupational Health, Safety and Environment	<b>Location:</b> Monrovia
<b>Initial Appointment:</b> Initial one (6) Months subject to funding of the post and satisfactory performance.	<b>Indicative Minimum Annual Gross Salary:</b> USD 32860
	<b>IMIS Post #:</b> 61960
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete <b>UN Form P.11</b> available at UNMIL Human Resources Section and attach <b>copies</b> of the following:</p> <ul style="list-style-type: none"> <li>• <b>Proof of Liberian nationality (Birth Certificate/ Passport)</b></li> <li>• <b>Educational certificate(s)</b></li> <li>• <b>Reference letters from previous employers</b></li> </ul> <p><b>Incomplete P.11 forms will not be processed. Please note that you can apply by email to <a href="mailto:unmilrecruitment@un.org">unmilrecruitment@un.org</a>.</b>  <b>Kindly note that applications will be reviewed upon receipt but only short-listed candidates will receive acknowledgement.</b></p>	

**Organizational/Department/Section/Unit setting and reporting:**

The position is located in UNMIL, Environment Unit in the Office of Director of Mission Support.

**Main duties and responsibilities:**

Under the direct supervision of the Chief Environment Unit, the AEAO shall effectively perform the following duties:

- Conduct assessments of environmental impact (including cultural, historical, animals, plants, and socioeconomic aspects)
- Execute on-site technical assessments and consultations to identify improvements and realignments of Engineering Maintenance Works
- Monitor and inspect all mission camps/sites and advice on level of compliance with policies, rules and regulations.
- Raise awareness amongst staff and personnel on environmental and waste management principles and measures.
- Develop and implement training and awareness activities plan aimed at building mission capacity to meet mission environmental objectives among military, police, and civilian personnel;
- Conduct or support Environmental Impact Assessment activities in the Mission including assessments for camp clean ups, quick impact projects and waste disposal contractor facilities and sites
- Carry out regular inspections at UNMIL facilities and activities to ensure proper management/disposal of waste and provide advice to UNMIL Units on environmental practices;
- Track all environmental and waste management activities of the Environmental Action Plan and provide updates.
- Assist in the preparation of related documents of budget reports;
- Participate in survey initiatives on water treatment, environmental clean-up activities, food storages and wastewater treatment especially in regard to the management of hazardous materials and waste; solid waste management and waste disposal.
- Oversee quality assurance management of After Action Reports
- Provide support to UNMIL responses to environmental emergencies
- Conduct on-site training for uniformed personnel in camps/sites, especially on waste, water and wastewater management.
- Liaise with local authorities and relevant authorities on environmental issues.
- Monitor the Implementation of corrective actions and measures required to prevent and mitigate environmental problems
- Investigate complaints or reports of pollution, contamination, health & safety, hazards and other environment-related incidents, and provide guidelines or advice for problem solving and positive risk management
- Perform any other duties requested by the Chief Environmental Officer

## **Competencies:**

**Professionalism:** professional competence and working knowledge of environmental risk assessments and waste management applications; Knowledge and understanding of approaches relevant to peacekeeping operations and activities; Ability to assist with data collection using evaluative skills to conduct assessments independently, including electronic sources on the internet, intranet and other databases; Ability to reports in the context of assignments given, work plan and manage conflicting priorities; Ability to demonstrate achievements with professional competence of subject matter especially during in meetings; Ability to observe deadlines and results; Ability to remain motivated by professional rather than personal concerns and persistence when faced with difficult problems or challenges; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work and remains calm in stressful situations; Ability to represent UNMIL in dealings with other partners; and Proficiency in Microsoft Office suite;

**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; 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 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:** Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; foresees risks and monitors plans or actions efficiently.

## **Qualifications and Experience**

**Education:** A first university degree, preferably in Environment, Natural Sciences, or Engineering; Multi-disciplinary training preferable; or with a relevant combination of professional and academic qualifications.

**Work Experience:** A minimum of five years of progressive responsibility at the national or international level working on waste or environmental issues for environmental protection and assessments, and reusing, reducing and recycling of waste.

**Languages:** Fluency in oral and written English is required for the post;

**Assessment Method:** Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

**Preference will be given to equally qualified women candidates.**

**Completed detailed applications documentation as specified above referring to Re-advertised - Vacancy #: UNMIL-ODMS-17-2277 should be forwarded to the attention of: UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7<sup>th</sup> Floor, Room # 705F Pan African Plaza, Tubman Boulevard, Monrovia**