

REQUEST FOR JUNIOR PROFESSIONAL OFFICER

Secretariat of the Indian Ocean-South East Asia Marine Turtle Memorandum of Understanding (IOSEA MoU), Bangkok, Thailand

General Information

Post Title: Junior Professional Officer

Unit: IOSEA Marine Turtle MoU Secretariat / UNEP Regional Office for Asia and the Pacific (ROAP)

Location: Bangkok, Thailand

Duration: 2 years

Background Information

The *Convention on the Conservation of Migratory Species of Wild Animals* (CMS), administered by the United Nations Environment Programme, aims to conserve marine, terrestrial, and avian migratory species throughout their range. The *Memorandum of Understanding on the Conservation and Management of Marine Turtles and their Habitats of the Indian Ocean and South-east Asia* is an intergovernmental agreement concluded under the Convention's auspices (see attached diagram). The Memorandum puts in place a framework through which States of the Indian Ocean and South-east Asian region, as well as other concerned States, can work together to conserve and replenish depleted marine turtle populations for which they share responsibility. This objective will be achieved through implementation of an associated Conservation and Management Plan concluded in June 2001.

The Memorandum of Understanding entered into force on 1 September 2001, and has 11 signatory States (as of August 2002). It was agreed to establish a small secretariat to facilitate coordination of activities under the MoU, initially through voluntary funding that has already been secured for up to three years. This office is expected to be operational no later than October 2002, since the Signatory States should hold their first formal meeting in the last trimester of 2002. The MoU Secretariat is to be co-located with the UNEP Regional Office for Asia and the Pacific (ROAP), in Bangkok, Thailand, which is one of six regional offices of UNEP.

Why is a JPO requested/needed?

Notwithstanding its broad mandate, the IOSEA Marine Turtle MoU secretariat will be operated by a single Co-ordinator, with modest secretarial support from UNEP/ROAP. A Junior Professional Officer is needed to provide a substantive contribution in all aspects of the secretariat's work, but particularly in the area of research and information management. The incumbent would divide his/her time between the MoU Secretariat, where he/she would work 3 days per week on MoU-related matters, and the remainder of the time working for the UNEP/ROAP and East Asia Seas Regional Co-ordination Unit, gaining broader exposure to regional environmental issues.

Supervision

Direct supervision by the Co-ordinator, IOSEA Marine Turtle MoU secretariat (First Appraising Officer); co-supervision by an officer to be designated by the Regional Director, UNEP/ROAP (who shall serve as Second Appraising Officer) Address: United Nations Building, Rajdamnern Avenue, Bangkok 10200, Thailand; Tel: (662) 288 1870; Fax: (662) 280 3829 (both numbers provisional).

The tasks to be undertaken by the Junior Professional Officer will be seen in the context of an overall annual work programme for the office, and a personalised annual work plan will be drawn up using the standard UN Performance Appraisal System form. This will identify up to 4 or 5 primary goals to be achieved, and will specify the related actions to be carried out in this regard. The MoU secretariat being such a small office, there will be frequent interaction with the supervisor, and regular review of accomplishments. A mid-year appraisal will

identify any major departures from the original work plan, including identification of any particular training needs. General objectives, desired results and anticipated problems are discussed beforehand with the incumbent., who is expected to be self-motivated and to have sufficient skills to undertake certain activities independently. Regular feedback on the progress of activities is obtained by the supervisor through review of work in progress. The incumbent is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters. Final results of each set of activities is reviewed for attainment of objectives and quality of work.

Duties, responsibilities and output expectations:

The incumbent assists with the preparation and circulation of information materials, reports and other documents to facilitate implementation of the MoU; develops and maintains the MoU Web site; assists with all aspects related to the organisation of meetings; facilitates routine office communications; and carries out other tasks as assigned by the Co-ordinator. (tasks identified under para. 1-5, below). Additionally, the incumbent works part-time for the Regional Office for Asia and Pacific, with responsibilities defined under para 6-8, below).

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1. Assists the Co-ordinator to facilitate and monitor implementation of the Conservation and Management Plan (CMP) of the Marine Turtle MoU by:
 - a. Carrying out research into the CMP's implementation by MoU Signatory States, as well as the activities of other concerned Parties;
 - b. Supporting the Coordinator's efforts to establish new working relationships and liaise with potential partners in the region;
 - c. Assisting in the preparation of project proposals for external funding.

 2. Assists the Co-ordinator with the preparation and circulation of reports, information materials and other documents by:
 - a. Researching and composing first drafts of articles, and providing substantive contributions for reports;
 - b. Contributing to the design and layout of printed materials, such as brochures, newsletters, posters and other materials aimed at raising awareness;
 - c. Acquiring suitable photographic and other images for these purposes;
 - d. Proofreading, editing and formatting English texts prepared by others;
 - e. Assisting with, where necessary, and monitoring the production and distribution of documents.

 3. Assists the Co-ordinator with all aspects related to the organization of formal meetings of the Signatories to the Memorandum of Understanding and other relevant meetings by:
 - a. Drafting invitation letters and communicating with delegates about the arrangements made on their behalf;
 - b. Making arrangements for venues, delegate accommodation and travel;
 - c. Contacting and liaising with local suppliers of equipment and services required for the meeting;
 - d. Assisting in the servicing of the meeting;
 - e. Making other logistical arrangements as may be necessary.

 4. Develops and maintains the MoU Website and assists with other information activities by:
 - a. Designing the layout of web pages, and making appropriate links to other web sites;
 - b. Providing content, updating basic information and reports and making them available for retrieval;
 - c. Conducting on-line research on topics related to marine turtle and ecosystem conservation, and contacting other organizations to obtain new information for regular posting on the site;
 - d. Assembling materials for audio-visual presentations on the work of the MoU be used in workshops and seminars;

- e. Contributing to the organization of special awareness-raising and other events.
5. Facilitates routine office communications and operations by:
 - a. Responding to general queries from Parties, the media or public, ensuring that non-routine requests are passed to the Co-ordinator for appropriate action;
 - b. Apprising the Co-ordinator during absences of matters requiring his/her urgent attention.
 - c. Undertaking other tasks related to the above items 1-5 on the request of the Co-ordinator.
 6. Assists the Regional Director of UNEP/ROAP or other supervising officer(s) designated by the RD with the activities in relation to nature conservation-related Conventions (Convention on International Trade in Endangered Species of Wild Fauna and Flora, Convention on Biological Diversity, Convention to Combat Desertification, etc.) by:
 - a. Contacting and liaising with nature conservation-related Convention Secretariats and national governments and NGOs in the region;
 - b. Assisting in preparing and servicing the related meetings; and
 - c. Undertaking other tasks related to the above items.
 7. Assists the Coordinator of EAS/RCU with marine conservation activities in the East Asian Seas by:
 - a. Keeping the EAS/RCU newspaper article database up to date using the EAS/RCU database;
 - b. Assisting with literature reviews and reference collection for EAS/RCU reports and project proposals; and
 - c. Undertaking such other tasks as directed by the Coordinator of EAS/RCU.
 8. Carries out other routine office communications and operations assigned by the Regional Director of UNEP/ROAP and the Coordinator of EAS/RCU, such as research and preparing briefing materials in the area of marine and coastal environmental management.

Travel

It is anticipated that the Junior Professional Officer will be called upon to undertake some travel during the two year assignment, mainly in relation to organisation of workshops or formal meetings, and attending meetings of other bodies in order to gain additional knowledge and experience. The MoU secretariat budget has very limited core funding for such travel, which is estimated to cost approx. \$4,500 per annum.

Training and Learning Elements

Over the two year assignment, the incumbent will gain broad experience in the following areas:

- (1) Broad exposure to issues related to, among other things, the conservation of marine biodiversity and coastal zone management;
- (2) Research and evaluation skills (seeking information from various sources in order to draft articles, reports; reviewing project proposals etc.);
- (3) Development of writing, editing and proofreading skills (through preparation of reports, briefing materials, drafting project proposals);
- (4) Development of technical skills, particularly in the computer and graphics area (eg. Web site design and maintenance; document layout/production);
- (5) Enhanced knowledge of the UN system, especially UNEP, through interagency contacts; knowledge of UN rules and regulations; hands-on exposure to intergovernmental meetings;
- (6) Organizational /time management skills: in preparation of daily tasks, monitoring activities, and dealing with challenges of meeting organization;
- (7) Interpersonal, negotiation and language skills, through exposure to people from a wide range of countries and cultural backgrounds.

Qualifications and experience

1. Level and field of study at university or equivalent training; and the degree of specialization required:
As a minimum, first university degree in biology/ecology, environmental studies, social sciences or equivalent experience in another discipline. An advanced university degree (Master's level) is advantageous.
2. Length and type of practical experience at the national, and if so required, at the international level: At least 2 years at the national level, or 1 year at the international level in environment-related programmes, projects and activities (not necessarily remunerated as in a full time position) would be advantageous.
3. Language(s) proficiency required: Fluency in English (particularly written English) is essential. Working knowledge of other UN languages (Arabic or French) is an asset.

Additionally, the ideal incumbent would have strong computer skills (with capacity to learn new software on the job), advanced drafting/writing skills, and ability to establish and maintain effective working relations within multicultural working environment.)

Competencies

Three most relevant competencies for the position:

- (1) Organizational and problem-solving skills; (2) writing skills; (3) aptitude for learning.

Living conditions at duty station

Bangkok, Thailand: Standard living conditions

Convention on the Conservation of Migratory Species of Wild Animals



Agreements



Houbara Bustard
Asia

Albatrosses
& Petrels

Sahelo-Saharan
Antelopes

Memoranda of Understanding

Siberian Crane
1993

Slender-billed Curlew
1995

Marine Turtles
Atlantic Coast of Africa
1999

Marine Turtles
Ind. Ocean / S-E Asia
2000

Great Bustard
2000

Bukhara Deer
2002

African Elephant
Central / Western
populations

Sandgrouse
Southern Africa

Aquatic Warbler

Mongolian Gazelle

Saiga Antelope

Snow Leopard

Action Plans

 Concluded / In Force
 In Preparation

Great Cormorant

Antelopes
Sahara / Sahel

Mediterranean Monk Seals
(Atlantic population)

