

**United Nations Mission in Liberia
UNMIL**

Re-advertised Internal/External Vacancy Announcement

Vacancy#: UNMIL-ODMS-15-2152	Deadline: 22 January 2017
Post Title: Environmental Affairs Officer – (One Position)	Level: NO/B
Organizational Unit: Occupational Health, Safety and Environment	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the post and satisfactory performance.	Indicative Minimum Annual Gross Salary: USD 32,247
	IMIS Post #: 57922
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete UN Form P.11 available at UNMIL Human Resources Section and attach copies of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proof of Liberian nationality (Birth Certificate/ Passport) <input type="checkbox"/> Educational certificate(s) <input type="checkbox"/> Reference letters from previous employers <p>Incomplete P.11 forms will not be processed. Please note that you can apply by email to unmilrecruitment@un.org. Kindly note that applications will be reviewed upon receipt but only short-listed candidates will receive acknowledgement.</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 EAO shall effectively perform the following duties:

- Conduct baseline studies on environmental conditions and advice on positive risk management of UNMIL's staff and resources;
- Plan, coordinate and liaise with all components of UNMIL Military, Police and Civilian and partners to complete the transition plans of Mission Support during all Phases of the drawdown during FORCE Repatriation, Redeployment & Realignment;
- Maintain the data base on the implementation of the Environmental Action Plan;
- Raise awareness on waste and environmental management activities to UNMIL personnel;
- Provide integrated training including preparing plans for environmental training and awareness for all military, police, and civilian personnel;
- Provide support to workshops and organization networks, briefings and meetings;
- Liaise with the focal points, partners and work with key clients to execute on-site technical assessments and consultations of the identified improvements and realignments;
- Provide routine sustainment support to UNMIL contingents by reviewing relevant medical waste reports;
- Oversee the quality of services by daily cleaners and garbage collectors and recommend corrective action plans to provide progress according to reports of operation;
- Plan and draft the periodical field visits to monitor resource management in support of UNMIL maintenance works and the implementation of camp closure plans;
- Develop communication tools for campaigns such as flyers, brochures and PPT presentations;
- 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.

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: Advanced University degree, preferably in Environment, Natural Sciences, or Engineering; Multi-disciplinary training preferable; or a first university degree 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--15-2151 should be forwarded to the attention of: UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7th Floor, Room # 705F Pan African Plaza, Tubman Boulevard, Monrovia