



Issued on: 12 October 2017

Deadline For Application: 26 October 2017

JOB TITLE: Corporate Environmental Responsibility Specialist

TYPE OF CONTRACT: Consultant

DUTY STATION: Rome, Italy

ORGANIZATIONAL UNIT: CSAI

DURATION: 200 days over 11 months

FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.

Qualified female applicants and qualified nationals of non-and under-represented member countries are encouraged to apply.

Persons with disabilities are equally encouraged to apply.

All applications will be treated with the strictest confidence.

Organizational Setting

CSAI is responsible for providing the facilities and sustainable services to the FAO Headquarters building and to the FAO Decentralized Offices. It aims to maximise efficiencies and reduce the environmental impact of FAO resulting from operations.

Reporting Lines

The consultant will provide advice and support to the Focal Point of Corporate Environmental Responsibility of FAO and, for the organization of large events, directly to other departments. The consultant will also act as Alternate to the Focal Point when dealing with other UN Agencies in the field of Corporate Environmental Responsibility.

Technical Focus

The consultant will assist in implementing the FAO Corporate Environmental Responsibility Strategy 2017-2020 and further implement the Environmental Management System in Headquarters and Decentralized Offices. The implementation of the Strategy as well as the EMS requires the liaison with Italian Authorities (Municipality etc.) and Italian Contractors.

Tasks and responsibilities

- Collect and analyze data for FAO's Greenhouse Gas emission reports for Headquarters and Decentralized offices.
- Maintain and update the FAO Environmental Management System by tracking the following activities: catering, heating, ventilating and air conditioning (HVAC) systems, printing and publishing, conference services, waste management, travel and procurement.
- Develop written proposals to improve sustainable waste management throughout the Organization.
- Develop written proposals and assist in implementing measure to reduce the environmental impact of facilities activities, large conferences and events.
- Identify green requirements for goods and services to include in tender technical specifications.
- Draft the FAO's Corporate Environmental Responsibility Report yearly report.
- Perform other duties as required.

Furthermore the consultant will:

- Represent CSAI when briefing the FAO Country Representatives;
- Liase with other FAO Climate Change department in particular upon relevant to Climate Change issues.

CANDIDATES WILL BE ASSESSED AGAINST THE FOLLOWING

Minimum Requirements

- Advanced University degree in Corporate Environmental Studies, Environmental Science, Corporate Sustainability, Environmental Engineering or related field
- Three years of demonstrated experience in the field of Corporate Environmental Responsibility;
- Three years of demonstrated experience in Greenhouse Gas data collection and analysis of a large worldwide Organization;
- Demonstrated knowledge of intensively using an Environmental Management System;
- Working knowledge of English and limited knowledge of Arabic, Chinese, French, Russian or Spanish.
- Proficiency in the full Microsoft Suite (Word, PowerPoint, Excel, Outlook, Project);

FAO Core Competencies

- Results Focus
- Teamwork
- Communication

- Building Effective Relationships
- Knowledge Sharing and Continuous Improvement

Technical/Functional Skills

- Good knowledge of Environmental Management Systems;
- Capacity to collect and manage large data files;
- Knowledge of Access;
- Excellent writing skills;
- Excellent networking capacity;

Selection Criteria

- Extent of demonstrated experience of Environmental Management Systems in worldwide Entities and UN;
- Extent of knowledge of facilities and corporate related emissions and application of offsetting mechanisms;
- Working knowledge of Italian;
- Extent and relevance of writing skills in English and Italian
- Knowledge of French;
- Knowledge of Access;

Tangible objectives to be achieved by the NPP, and Key Performance Indicators

CSAI team aims to maximize efficiency and reduce FAO's environmental impact for its internal operation. The consultant will contribute to achieve these specific goals in Headquarters and Decentralized Offices.

Please note that all candidates should adhere to *FAO Values of Commitment to FAO, Respect for All and Integrity and Transparency*.

ADDITIONAL INFORMATION

- All applications will be reviewed and qualified applicants will be contacted for interviews.
- FAO seeks gender, geographical and linguistic diversity in its staff and international consultants in order to best serve FAO Members in all regions.
- Payment conditions: The daily honorarium will be paid monthly on when-actually-employed basis and will be defined depending on relevant qualifications and work experience up to within a range from 150 USD to 220 USD.
- FAO does not charge a fee at any stage of the recruitment process (application, interview meeting, processing).
- Incomplete applications will not be considered. If you need help, or have queries, please contact: iRecruitment@fao.org
- Applications received after the closing date will not be accepted.
- Only language proficiency certificates from UN accredited external providers and/or FAO language official examinations (LPE, ILE, LRT) will be accepted as proof of the level of knowledge of languages indicated in the online applications.
- For other issues, visit the FAO employment website: <http://www.fao.org/employment/home/en/>

HOW TO APPLY

To apply, visit the iRecruitment website at <http://www.fao.org/employment/irecruitment-access/en/> and complete your online profile. Only applications received through iRecruitment will be considered.

Candidates are requested to attach a letter of motivation to the online profile.

Vacancies will be removed from iRecruitment at 23:59 Central European Time (CET) on the deadline for applications date. We encourage applicants to submit the application well before the deadline date.

If you need help, or have queries, please contact: iRecruitment@fao.org

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