

DISCLAIMER: The screening of your application will be conducted based on the information in [your profile](#). Before applying, we strongly suggest that you review your profile to ensure completeness, especially the education and experience sections.

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Details

Vacancy code	VA/2014/B3618/5754
Position title	Sustainability Reporting Specialist (6 months contract)
Level	ICS-10
Department/office	Corporate, Sustainability Program
Duty station	Copenhagen, Denmark
Contract type	International ICA
Contract level	IICA-2
Duration	6 months
Application period	20-Aug-2014 to 10-Sep-2014

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Background Information - UNOPS

UNOPS mission is to serve people in need by expanding the ability of the United Nations, governments and other partners to manage projects, infrastructure and procurement in a sustainable and efficient manner.

Within these three core areas of expertise, UNOPS provides its partners with advisory, implementation and transactional services, with projects ranging from building schools and hospitals, to procuring goods and services and training local personnel. UNOPS works closely with governments and communities to ensure increased economic, social and environmental sustainability for the projects we support, with a focus on developing national capacity.

Working in some of the world's most challenging environments, our vision is to advance sustainable implementation practices in development, humanitarian and peacebuilding contexts, always satisfying or surpassing partner expectations.

We employ more than 6,000 personnel and on behalf of our partners create thousands more work opportunities in local communities. Through our headquarters in Copenhagen, Denmark and a network of offices, we oversee activities in more than 80 countries.

Background Information - Job-specific

UNOPS Strategic Plan for 2014-2017 is centred on sustainability, focus and excellence. In the Strategic Plan period, UNOPS will aim higher, with a particular focus on managing for and reporting on sustainability. It will help strengthen common reporting standards, especially in the areas of physical infrastructure and public procurement, thereby contributing to broader development effectiveness. To that end UNOPS will rely on international standards such as those developed through the global reporting initiative (GRI).

The mandate of the sustainability programme is to drive a coordinated shift in thinking that helps UNOPS achieve its long term sustainability goals and live up to its core values. The programme is a temporary organization that working through existing management structures to ensure the embedding of sustainability values in both our projects and operations

Functional Responsibilities

Reporting to the Programme Manager of the Sustainability Programme, and in close collaboration with the Finance Practice Group and the Enterprise Reporting Team, the Sustainability Reporting Specialist will develop a proposal for how UNOPS can implement the GRI G4 standards. Specifically, responsibilities of the successful candidate will include:

- Produce GRI reports
- Identify organizational stakeholders and explain how the organization can respond to their reasonable expectations and interests
- Undertake a materiality assessment with stakeholders that reflect the organization's significant economic, environmental and social impacts
- Identify materiality boundaries, sufficient to reflect significant economic, environmental and social impacts, and to enable stakeholders to assess the organization's performance in the reporting period
- Develop an implementation plan for how the organization can issue a G4 compliant report which will present the organization's performance in the wider context of sustainability and takes into consideration:
 - both positive and negative aspects of the organization's performance to enable a reasoned assessment of overall performance
 - clear and consistent approaches that enables stakeholders to analyze changes in the organization's performance over time, and that could support analysis relative to other organizations.
 - sufficiently accurate and detailed for stakeholders to assess the organization's performance
 - regular scheduled so that information is available in time for stakeholders to make informed decisions
 - familiarize with the current sustainability reporting system and conduct gap analysis related to GRI 4 requirements
- Other responsibilities and tasks will be assigned in line with the organization's requirements and the candidate's capabilities

Competencies

- Thorough understanding of the broader sustainability context and general appreciation of UNOPS overall operational environment and Strategic Plan for 2014-2017
- Strong analytical skills and understanding of reporting systems and applications
- Ability to build networks and contacts across different functions and organizational levels, with sensitivity to different cultural contexts
- Ability to work under tight deadlines and deliver results in a multi-stakeholder environment
- Strong communication skills, verbal and written, including ability to make complex issues tangible and concrete
- High level of integrity and fairness, displays cultural and gender sensitivity, shows strong corporate commitment and complies with the United Nations code of conduct

Education/Experience/Language requirements

Education

Master's degree or equivalent, preferably in Business/Public Administration, Political/Social Science, Economics or related field, is required. A Bachelor's degree may be accepted in lieu of a Master's degree if the incumbent has two (2) additional years of relevant experience.

Work Experience

Minimum five (5) years of working experience in relevant fields (for incumbents holding a Master's degree) or minimum seven (7) years of working experience in relevant fields (for incumbents holding a Bachelor's degree): Preferably within GRI reporting in a multinational environment.

Experience with IFRS or IPSAS financial reporting is an advantage.

Language

Fluency in English required; good knowledge of French and/or Spanish will be considered an advantage.

Contract type, level and duration

Contract type: International ICA

Contract level: IICA-2

Contract duration: 6 months

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>

Additional Considerations

- Please note that the closing date is midnight Copenhagen time (CET)
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- Qualified female candidates are strongly encouraged to apply.
- For staff positions UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns.

Recruitment/internship in UNOPS is contingent on the results of such checks.