

## **Vacancy announcement - Traineeship in Chemicals and Waste Management Programme Unit (CWMPU) of UNITAR**

**Duration of contract:** 100% time/40 hours per week at UNITAR offices in Geneva with possibility to telework, 4-6 months with a preference for 6 months

**Indicative starting date:** As of May/June 2024 (exact date to be defined with the trainee)

**Deadline for Application:** 15 May 2024

**Area of Specialization/Thematic Areas:** Sound chemicals management, Basel, Rotterdam, Stockholm (BRS) and Minamata Conventions, Globally Harmonized System for Chemicals Classification and Labelling (GHS), Pollutant Release and Transfer Registers (PRTR), plastic pollution, e-waste, waste management, other chemicals and waste management topics, organization of events and logistical support, learning, training, and research.

### **Overview:**

The United Nations Institute for Training and Research (UNITAR) develops capacities to enhance global decision-making and to support country level action for shaping a better future.

UNITAR **Chemicals and Waste Management Programme Unit (CWMPU)** has a number of key project activities in a wide range of programme areas requiring assistance based in Geneva. Activities are carried out through partnerships with other UN organizations, bilateral development partners and project countries, as well as leading learning institutions and other, relevant organizations.

This assignment is designed to develop the incumbent's knowledge and skills in the areas of chemicals and waste management.

### **General objectives of the contract:**

To support work and deliverables of the CWMPU, including assisting with the development of analytical and planning documents for a series of topics, review of documents, and desk research.

**Responsibilities/description of professional services:**

Following an immersion period on the subject matter, the incumbent will be responsible for performing any or all of the following tasks:

- Conduct research and obtain data on priority topics for CWM;
- Assist with the development of supporting documents and training materials for the Programme;
- Support UNITAR's role on priority topics (e.g., organization of training/learning events and other events);
- Assist the coordination of activities related to ongoing projects, including support for effective project planning, management and administration;
- Provide support to internal and external programme reporting and evaluation;
- Support the programme with other tasks, as agreed

**Learning objectives:**

At the end of the assignment, the incumbent should be able to:

- Have a good understanding of internal processes in a UN organization.
- Have a good understanding of the technical support provided by UNITAR and United Nations (UN) bodies and how this support addresses key national priority topics.
- Have a better understanding of the dimension of the chemicals and waste issues and impacts on human health and environment.
- Understand the benefits of a multisectoral approach to chemicals and waste management.
- Understand how research can shape the design of capacity-building and training activities.

Note: The above learning objectives are indicative and may be adjusted depending on the specific nature of the work to be conducted.

**Measurable outputs/deliverables/schedule of deliverables:**

- Contribution to the organization of events related to the main CWMPU areas of work;
- Contribution to preparation and editing of reports and materials (data collection, analysis, data visualizations) when needed;
- Contribution to working groups/task forces, by undertaking background research, writing pop-up notes, etc.;
- Overall report on the traineeship in UNITAR upon conclusion

**Competencies:**

- Professionalism
- Planning & Organizing
- Teamwork
- Technological Awareness
- Communication

**Qualifications:**

- Have an interest in research, training and capacity development initiatives and international affairs, in particular related to pollution, waste, health or the environment.
- Prior knowledge and/or interest in environmental management, healthcare, workplace safety and/or chemistry is desirable.
- Be enrolled in an undergraduate/graduate/postgraduate degree in environmental or health sciences, environmental or chemical engineering, or related field or be a recent graduate of the aforementioned (if selected, must commence the traineeship within two years of graduation).
- Fluency in spoken and written English. Knowledge of French and/or Spanish is an advantage.

**Reporting structure:**

The trainee will report to the Mr. Jorge Ocaña, Manager, Chemicals and Waste Management Programme Unit

**Remarks:**

Please note that this is a non-remunerated position. The minimum time commitment is 4 months. Given the nature of the work involved, part-time home-based work/telecommuting may be authorized.

General conditions of contracts for the service of traineeship apply. Costs and arrangements for travel, visas, accommodation, and living expenses are the responsibilities of trainees. In order to cover transportation or other miscellaneous expenses during the traineeship a monthly lump-sum of 700 CHF for Geneva-based trainees will be paid.

**How to apply:**

Send a letter of motivation and CV to [cwm@unitar.org](mailto:cwm@unitar.org) with the following subject line: "Chemicals and Waste Management – traineeship opportunity".