

## **UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

Post Title Associate Programme Officer (MIKE Programme)  
Unit CITES Secretariat, MIKE Programme  
Location Nairobi, Kenya  
Duration 2 – 3 years

### **Background information on UN Environment and the requesting Unit**

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of the sustainable development agenda within the United Nations system and serves as an authoritative advocate for the global environment. The Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) is an international agreement between States. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival (see [www.cites.org](http://www.cites.org)). The CITES Secretariat, administered by UNEP, is located at the Geneva duty station. The CITES MIKE programme was established through a Resolution adopted by the Conference of the Parties to CITES [Resolution Conf 10.10 (Rev. CoP19)], and the MIKE Programme Central Coordination Unit is based in Nairobi, Kenya.

This post is located in the UNEP Nairobi office, and operates under the overall guidance of the CITES Secretariat and the CITES MIKE Programme.

The Monitoring the Illegal Killing of Elephants (MIKE) Programme has been implemented by the CITES Secretariat since 2001 in close collaboration with African elephant range States, and with the support of the European Commission (EC). The programme aims to generate reliable and impartial data on the status and trends in illegal killing of African elephant populations, as a basis for international and range State decision-making and action concerning elephant conservation. The data is collected in a standardized manner from 68 MIKE sites, spread over 32 African elephant range States. The information and analyses generated by the MIKE Programme are formally presented at annual CITES Standing Committee meetings, and at three-yearly meetings of the Conference of the Parties. All MIKE Programme reports are available on the CITES website. There are currently over 22,000 individual elephant carcass records in the MIKE database. This provides the world's most substantial information base available for analysing the evolution of the levels of illegal killing of elephants. The information enables MIKE to identify any changes in poaching pressure, and to develop both subregional and continent-wide pictures of the extent of, and trends in the illegal killing of elephants.

Through its site-based law enforcement capacity assessments, the MIKE Programme has acquired a unique regionwide understanding of some of the key factors undermining law enforcement capacity at MIKE sites. Alongside providing support to improve elephant mortality data collection and management information, thanks to funding from the European Union, MIKE is also building site and national capacity to improve the conservation of elephants and other CITES listed species.

### **Why is the Junior Professional Officer requested/needed?**

The JPO is needed to support the MIKE Central Coordination Unit, stationed in Nairobi, and the implementation of the MIKE programme in Africa. The CITES MIKE Programme is currently deploying two new elephant conservation projects in Africa, and therefore an excellent opportunity exists to support the actual implementation of these projects. The activities that will be undertaken under these projects are diverse in nature and aimed at improving the conservation of elephants and other CITES-listed African mammals throughout the continent by strengthening the monitoring, management and law enforcement capacities in range States and MIKE sites. The implementation of the MIKE Programme and these

projects further entails engagement with national wildlife authorities, non-governmental organizations and intergovernmental organizations involved in conservation and enforcement matters.

This post will provide the JPO with a unique and valuable learning experience, exposing the JPO to a variety of diverse tasks.

## **Supervision**

The JPO will be supervised by the MIKE Programme Coordinator.

Direct supervision by:	Ms. Tanya Mcgregor
Title of supervisor:	MIKE Programme Coordinator
Unit of supervisor:	CITES MIKE Programme, CITES Secretariat

Address, telephone, fax, e-mail and signature of supervisor

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## **Content and methodology of the supervision**

General objectives, desired results, timeframes, and anticipated opportunities and challenges are to be discussed in advance with the incumbent and will form the basis of an annual work programme with clearly articulated Objectives, Activities and Success criteria. Regular feedback on the progress of activities will be obtained by the supervisor through the review of work in progress as well as the outputs and deliverables. The incumbent is expected to carry out the duties in an independent manner, be it under general guidance and as a member of the MIKE Central Coordination Unit, and to consult with the supervisor on technical challenges, policy issues or other sensitive matters. The final results of each set of activities are reviewed to determine whether objectives were attained, and to ensure that the work is of an acceptable quality.

First appraising officer:	Ms. Tanya Mcgregor
Title first appraising officer:	MIKE Programme Coordinator
Unit first appraising officer:	CITES MIKE Programme, CITES Secretariat
Location first appraising officer:	Nairobi, Kenya

Second appraising officer:	Ms. Haruko Okusu
Title second appraising officer:	Chief, Outreach and Projects Unit
Unit second appraising officer:	CITES Secretariat, OPU
Location second appraising officer:	Geneva, Switzerland

## **Duties, responsibilities and output expectations**

### *Duties and responsibilities*

Under the overall guidance of the MIKE Programme Coordinator, the Junior Professional Officer will:

- i. Support the implementation of the MIKE Programme with specific emphasis on the coordination and organization of training events at the site, national and sub-regional level, including collaboration with training service providers and training partners.

- ii. Support the facilitation and follow-up of MIKE data submission processes, including the maintenance of databases on the MIKE Site and National Focal Points; the Law Enforcement Capacity Assessment self-assessments; MIKE site assessments; MIKE workbook; and MIKE site status review.
- iii. Organise and support MIKE Sub-regional Steering Committee meetings and other sub-regional collaboration and awareness events.
- iv. Prepare reports relating to the implementation capacity building initiatives, to be incorporated in reports to the CITES Standing Committee meetings and the Conference of Parties.
- v. Prepare newsletters and updates for the CITES website relating to the capacity building interventions implemented.

#### *Output expectations*

- i. Effective and well-organised training and awareness interventions.
- ii. Well-organized MIKE Sub-regional Steering Committee meetings.
- iii. MIKE data submission processes improved with an increase in the number of range States reporting.
- iv. Engagements with site partners and training providers organised efficiently and according to protocol: accurate, succinct and timely, and reports prepared.
- v. Reports produced are well-written, accurate, succinct and timely.
- vi. Information on the CITES website relating to capacity building interventions updated in a timely and attractive manner.

#### **Travel**

Minimum travel required, involving 4 to 5 missions each year, which may include visiting MIKE sites and African countries hosting the Sub-regional Steering Committee meetings.

#### **Training and Learning Elements**

*On the job training:* The JPO will receive unique experience and training in the MIKE Central Coordination Unit, including on-the-job learning relating to the CITES Convention, the MIKE programme, the United Nations and international relations, wildlife conservation and sustainable development in Africa, law enforcement, and the coordination of a large, continent-wide monitoring programme. There will be frequent contacts with a range of national and international CITES and wildlife authorities, as well as inter-governmental organizations, and non-governmental organizations involved in the management and conservation of Africa's biodiversity. The JPO is expected to regularly participate in sub-regional meetings in Africa and, where possible, in international meetings, which would be both professionally and personally enriching.

*UN training courses:* The JPO will be required to take several training courses that are mandatory for UN staff. He/she will also be invited to take other training courses developed by the UN system/UN Environment/CITES Secretariat to enhance his/her performance.

#### *Learning elements:*

After one year the Junior Professional Officer is able to:

- Understand the training and capacity building needs of African elephant range States as relating to the implementation of the MIKE programme.
- Understand what is required to coordinate and organise training events at the site (protected area), national and sub-regional level.

- Understand the MIKE data submission requirements and the MIKE reporting requirements to the CITES Standing Committee and the Conference of Parties.

After two years the Junior Professional Officer is able to:

- Coordinate and organise training events that address the needs of MIKE sites.
- Coordinate and facilitate the submission of MIKE data by African elephant range States.
- Draft reports relating to the capacity building interventions implemented by the MIKE programme, to be incorporated into official reports of the CITES Secretariat.

After three years the Junior Professional Officer is able to:

- Represent the MIKE CCU during training interventions.
- Critically analyse the needs of MIKE sites to identify targeted training interventions.
- Make recommendations on how to improve the implementation of the MIKE programme in Africa.

## **Qualifications and experience**

### *Qualifications*

University degree in a field related to the environment, wildlife ecology, biology or natural sciences. Experience in wildlife management / protected area management, as well as the development and implementation of law enforcement strategies, will be an added advantage. A keen interest in, and knowledge of the work of the CITES Secretariat in general, and of the MIKE Programme in particular, would be an asset.

### *Skills*

An excellent command of French is preferred, coupled with a working knowledge of English. Computer literacy skills, excellent drafting/writing skills and ability to establish and maintain effective working relations with multicultural working environment.

### *Working experience*

At least 3 years at environmental related programmes, projects and activities is required. Prior working experience in Africa, and in particular in West and Central Africa, is desirable.

### *Languages*

English, French and Spanish are the working languages of CITES. For the position advertised, fluency in French and English (oral and written) is required.

## **Competencies**

*Professionalism:* Knowledge of African elephant conservation matters, good research, analytical and problem-solving skills, including the ability to identify and contribute to the solution of problems/issues; familiarity with and in the use of various training/capacity building methodologies and sources; and sound judgement.

*Planning and organising:* Strong organisational skills, including proven ability to effectively plan and coordinate own work as well as that of others; allocating appropriate amount of time and resources for completing work.

*Communication:* Good spoken and written skills, including the ability to draft clear technical reports, correspondence, studies and other communications to various counterparts, and to articulate ideas in a clear

and concise manner; active listener, correctly interpreting messages and open to sharing information with others.

*Teamwork:* Good interpersonal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender in organisation and management of meetings and in project implementation.

**Living conditions at duty station**

Normal living conditions.