

UNEP JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Programme Officer
Office/division: Policy and Programme Division
Unit: Gender and Safeguards Unit
Location: Nairobi, Kenya
Duration: 24 months

Background information on UNEP 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 sustainable development within the United Nations system, and serves as an authoritative advocate for the global environment. UNEP implements legislative mandates of the UN Environment Assembly and the UN General Assembly, ensuring coherent delivery of its programme of work. Its mandate includes coordinating the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of the governments and the international community for action.

The position is located in the Policy and Programme Division (PPD) at the Nairobi Duty Station. PPD is responsible for consolidating the policy, programme, monitoring, gender, and social safeguards functions of UNEP as well as its engagement with the United Nations system and key global processes such as the 2030 Agenda. The Division ensures coherence and coordination at the strategic, policy, and programmatic levels.

The JPO will work in PPD for the first year and move to a Regional Office (e.g., Africa Office based in Nairobi) for the second year of the assignment with UNEP.

Why is the Junior Professional Officer requested/needed?

The Swedish International Development Cooperation Agency (SIDA) provided funding support to UNEP to conduct a review of poverty reduction-related results achieved through UNEP's work in the period 2015-2017. As a result, the UNEP Evaluation Office conducted an Independent Review of UNEP's Contributions to Poverty Reduction in 2021¹. The Review provides a forward-looking analysis of how poverty reduction results can be further strengthened within and catalysed by UNEP's work to support the Sustainable Development Goals (SDGs) and puts forward a set of practical recommendations for UNEP to strengthen its application of a people-oriented approach and a social development perspective in its planning and programming.

The JPO will support UNEP in implementing the recommendations stemming from the SIDA Poverty Review to strengthen the integration of the social and economic pillars

¹<https://wedocs.unep.org/bitstream/handle/20.500.11822/35901/UNEP%20Sida%20Poverty%20Review%20Final.pdf?sequence=1&isAllowed=y>

of sustainable development into the work of UNEP in supporting the implementation of the environmental pillar with a particular focus on the objective of Leaving No One Behind (LNOB).

Supervision

The JPO will be supervised by the Head of the Gender and Safeguards Unit in PPD during the first year and by a Senior Management Officer in a Regional Office during the second year. The supervisors will be responsible for approving and supporting to structure his/her work plan, guide the JPO in conducting his/her duties, provide supervision and advice on the outputs delivered by the JPO.

Content and methodology of the supervision

- Introduction of the Junior Professional Officer to the Unit and to all relevant colleagues for the work of the Unit and regional office.
- Discussion, guidance, and approval of work plan and evaluation in light of the performance appraisal.
- Monthly meetings to discuss and review challenges and any problems, discussions on job satisfaction.
- Regular feedback on the progress of activities.
- Facilitating development plan and learning objectives.
- Available for consultations from the JPO at all times on policy or other sensitive matters.

Year One:

First appraising officer: Head, Gender and Safeguards Unit

Unit first appraising officer: Policy and Programme Division

Location first appraising officer: Nairobi, Kenya

Second appraising officer: Deputy Director, Policy and Programme Division

Location second appraising officer: Nairobi, Kenya

Year Two:

First appraising officer: Senior Programme Officer

Unit first appraising officer: Regional Office (e.g. Regional Office for Africa)

Location first appraising officer: TBC

Second appraising officer: Head, Gender and Safeguards Unit

Unit second appraising officer: Policy and Programme Division

Location second appraising officer: Nairobi, Kenya

Duties, responsibilities and output expectations

Guided by the recommendations and suggested actions from the Sida Poverty Review, the JPO will undertake the following tasks and responsibilities to strengthen the

integration of the social and economic pillars of sustainable development into the work of UNEP towards contributing to poverty-reduction:

- Support the incorporation of a people-oriented approach and a social development perspective as part of UNEP's strategic planning, including support for poverty reduction and related social development issues in terms of their relation to environmental and economic aspects of sustainable development in the 2022-2025 MTS and POW and beyond;
- Support the integration of poverty reduction and related social and economic development issues in UNEP's new Programmatic Approach established to provide the focus, coordination, and thematic integration required to deliver the MTS and PoW. This includes advising UNEP project managers and providing input through the Concept Approval Group Secretariat and Project Review Committee to ensure programmes and projects design be attentive to marginalized and vulnerable people and contribute to social development and poverty reduction;
- Support the development of a knowledge management and sharing mechanism to enable learning on poverty-related results and their relationship with environmental sustainability across the UNEP subprogrammes. This task would include: 1) reviewing program-related corporate training and relevant informational repositories such as handbooks and information kits, 2) strengthening and further elaborating UNEP's poverty-related guiding principles and practice (e.g., human rights-based approach, LNOB,) in the Environmental and Social Sustainability Framework, into UNEP Programme Manual, the project template, and related guidance materials;
- Provide internal training to UNEP staff on the poverty–environment–sustainable development nexus and application of the social development perspective. Draw on the result frameworks and training material and resources (e.g., knowledge products, communities of practice, and capacity building initiatives) of UNEP flagship initiatives, such as PEA, partners at the national level, e.g., Sweden, Denmark, and Norway, and partners within the UN system, e.g., WFP, UNICEF, and UNDP;
- Support and monitor the inclusion of social development and poverty-related aspects in project implementation and monitoring and evaluation of results. Particularly, develop quantitative and qualitative means for monitoring and assessment of poverty-related results with reference to baseline data;
- Provide input to corporate reporting on poverty reduction-related results. To that end, support the development or use existing poverty reduction indicators that can be applied within UNEP projects (i.e., indicators that reflect the key elements of the poverty–environment nexus). In addition to quantitative indicators, make use of qualitative indicators, methods, and tools for results assessment, including in projects with a focus on policy engagement, and use methods that capture the voices and perspectives of beneficiaries;

- Enhance UNEPs contribution at the country level by supporting the integration of environmental aspects of poverty reduction objectives to the Common Country Assessment, United Nations Sustainable Development Cooperation Framework, informing these processes with details on the interrelationships between environment and social and economic development and aspects of vulnerability and marginalization, informing the UN support to the process of sustainable development;
- Contribute to the articulation and internal and external communication of the contribution to poverty reduction and social development made by the UNEP;
- Collect and analyse data and prepare data presentations and reports for information sharing, responding to queries, knowledge management, planning, and decision-making;
- Prepare policy briefs and/or provide strategic policy input on social development/poverty reduction issues and their implication for UNEP's position and intervention. Furthermore, draft various written outputs, e.g., briefing notes to senior managers, background papers, analytical notes, sections of reports and studies, etc.

For the second year, the JPO will move to a regional office and keep working on the abovementioned tasks, however, incorporating a regional perspective. In addition, he/she will support regional offices in their effort to integrate the Leaving No One Behind (LNOB) programming principle into the overall work of UNEP. Notably, the JPO will support the regional offices in their efforts/initiatives to strengthen the environmental dimension of LNOB. This would include supporting the integration of environment, natural resources, and climate change (ENR/CC) related aspects into the LNOB tool: "Operationalizing Leaving No One Behind Good Practice Note for UN Country Teams (UNCTs)".

Output expectations

- Inclusion of the contribution to poverty reduction in the UNEP subprogrammes within the 2022-2023 Programme of Work (PoW) theories of change (TOC) narratives.
- Enhanced project design (with emphasis on TOC, log frames, and results frameworks) with a people-oriented, multi-dimensional poverty-reduction, including employment creation approach.
- UNCTs strengthen the inclusion of ENR sustainability and CC resilience in their projects and programmes.
- Successful communication to enhance the awareness and visibility of UNEP's work in strengthening the integration of the social and economic pillars of sustainable development with a particular focus on the objective of Leaving No One Behind (LNOB).
- Among others.

Travel

The JPO may be required to undertake official missions and be relocated to a regional office outside Nairobi from the second year of his/her assignment, the costs and modalities of which are governed by the relevant UN rules and regulations.

Training and Learning Elements

Training

A learning by doing approach will be followed to provide hands-on training to the JPO. In addition, the JPO will have the opportunity to be trained within the context of the delivery of project activities which include the following training aspects:

On-the-job training: The JPO will receive unique experience and training within a cross-sector team of a UN system organization, including the functioning of policy and programme management within the organization. The successful candidate will receive an overview of the range of environmental issues within UNEP's PoW and exposure to the functioning of UNEP's intergovernmental bodies, including the Environment Assembly and Committee of Permanent Representatives, as well as its external partners. In addition, the incumbent will obtain an in-depth understanding of the UN system organizations that work on environmental issues. The incumbent will gain a better appreciation of current and emerging environmental issues, the latest thinking on safeguards by UNEP and other international organizations, and how these are critical in linking development work with the Post 2030 Agenda.

UN training courses: The JPO will be eligible to apply for various training opportunities, including gender and results-based management language courses, computer training, and Performance Appraisal training. The JPO will be required to take several mandatory training courses for UN staff, including ethics, security, etc.

Non-UN training courses: On a case-by-case basis, more specific training, for example, on environmental management issues, may be taken subject to the availability of the funds for training and required travel, and to the workload.

Learning elements

After one year, the Junior Professional Officer is able to:

- Undertake direct responsibility for the tasks assigned to her/him.
- Be familiar with the UN system, rules, and regulations, understand the multicultural work environment, improve negotiating skills, and improve editing/writing/reporting.
- Prepare high-quality inputs to policy documents, project cycle management, and UNEP's priorities.
- Coordinate complex and interconnected workstreams efficiently and strategically.
- Draft policy and project documents according to UN style.
- Prepare inputs for the medium-term strategies and programmes.
- Prepare project documents for review bodies and external partners.
- Deliver the safeguards-related services (demonstrated through timeliness, high quality, and consistency).

- Represent UNEP in discussions with external partners.

After two years, the Junior Professional Officer is able to:

- Enhance skills in poverty-reduction methodologies and the ability to sensitize and engage diverse UNEP entities in and outside Headquarters and the UN system on the poverty-environment nexus.
- Strengthen oral and written communication skills, including the ability to set out the organizational strategic objectives, the most efficient means of communication, and how the effectiveness of the communication can be measured.
- Improve evaluation skills and enhance ability in the development of knowledge management documents.
- Use increased understanding of the multicultural work environment to support new staff members and other JPOs.
- Embark on performance evaluation and self-assessment to reflect on strengths and areas to further develop with the view of future career development.

Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in a field related to the environment and natural resources management, sustainable development, economics, law, international relations, or political science.

Skills

Excellent drafting/writing skills; Good coordination skills; Computer literacy skills; Ability to establish and maintain effective working relations within multicultural working environment.

Working experience

At least 2 years at the national or international level in sustainable development and implementation of environmental-related programmes, policies, projects, and activities are required. Prior experience in the fields of poverty assessment and reduction, inequality, social, economic, and environmental pillars of sustainable development is desirable.

Languages

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

Competencies

Professionalism: Knowledge of poverty-environment nexus and programme/project planning. Ability to apply judgment in the context of assignments given and discretion, resourcefulness and ability to deal proactively and tactfully with offices throughout the organization. Demonstrates professional competence and mastery of subject matter. Is

conscientious and efficient in meeting commitments, observing deadlines, and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all work areas.

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 a 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: Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Living conditions at the duty station

Normal living conditions of a developing country in Africa.