

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Sustainable Mobility
Office/division/MEA: Economy Division
Unit Sustainable: Sustainable Mobility Unit
Location: Nairobi, Kenya
Duration: 2 years

Background information on UN Environment and the requesting Unit

The **UN Environment Programme** is the principal environment entity of the United Nations system. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action.

The **Economy Division** provides solutions for economic decision-makers and helps change the business environment by offering platforms for dialogue and cooperation, innovative policy options, pilot projects and creative market mechanisms. It works through three main branches: Chemicals and Health; Energy and Climate and Resources and Markets.

Within the division the **Sustainable Mobility Unit** is working to break the link between increased mobility and increased emissions. Low and zero carbon mobility can reduce emissions and pollution- thereby improving air quality, health and the environment. Whilst also creating jobs, making streets safer, strengthening infrastructure and stimulating local economies.

Why is the Junior Professional Officer requested/needed?

The Unit is leading and/or a partner of several global initiatives and partnerships to promote zero and low emission mobility including:

- Partnership for Clean Fuels and Vehicles - working with governments, industry and civil society to promote cleaner fuels and vehicles in developing and transitional countries.
- Global Fuel Economy Initiative - working to double the efficiency of the global vehicle fleet by 2050.
- Electric Mobility - we promote a global shift to zero-emissions transport by supporting developing and transitional countries shift from fossil fuel to electric vehicles through our global electric mobility programme.
- Active Mobility- supporting governments and other stakeholders in developing countries to move away from prioritizing the car-driving minority, towards investing in infrastructure for the majority: those who walk and cycle.

- Digitalisation and mode integration - we are supporting countries and undertaking research to harness digitalisation to fast track emission reductions from transport and ensure linkages between transport modes and support countries in integrated transport planning (e.g. Transit Oriented Development).

The Unit currently has 21 staff and is supporting around 50 country projects at any time - working across Africa, Latin America and the Caribbean, Asia and Eastern Europe. The unit also has cooperation agreements with leading global, regional and national institutions with which we partner with to support our activities.

The JPO will support our current and upcoming work on Active Mobility, Digitalisation and Mode Integration and is requested for 2 years.

The demand from cities and countries for support in the area of active mobility, digitalisation and mode integration is high with various global initiatives and commitments (such as the sustainable development goals, COP process , 2nd decade for road safety action) driving demand and the programme is expanding rapidly.

The JPO will strengthen the existing team by working in these critical areas for a period of two years - with a regional focus on Africa, Asia and Latin America and the Caribbean.

Supervision

First appraising officer: Mrs. Carly Koinange

Title first appraising officer: Team Leader - Active Mobility, Digitalisation and Mode Integration

Unit first appraising officer: Sustainable Mobility Unit

Location first appraising officer: Nairobi

Second appraising officer: Mr. Rob de Jong

Title first appraising officer: Head, Sustainable Mobility Unit

Unit first appraising officer: Sustainable Mobility Unit

Location first appraising officer: Nairobi

Content and methodology of the supervision

Introduction of the Junior Professional Officer to the Unit and related programme/project

- A two-day introduction to the Sustainable Mobility Unit will be held including meetings with each of the unit team leaders and regional leads as well as support functions such as web and communications.
- The JPO will also meet representatives from the wider Branch and Economy Division in order to gain a full understanding of the context of our work and how it contributes to the UNEP strategy.
- The meetings will be held face to face for colleagues based in Nairobi and remotely for colleagues based in other duty stations.

Work programme discussion

- During the first month of the assignment, the JPO will work jointly with his direct supervisor to develop and finalize a mutually agreed upon work plan (with clear expected results).
- The workplan will include:
 - Objectives
 - Desired results
 - Risks (anticipated problems) and mitigation
 - Training and development needs and plan

Evaluation in light of the performance appraisal

The work plan will form the basis of regular monitoring and evaluation as follows:

- Reviewed on a monthly basis between the JPO and the supervisor. Discussions will include:
 - Review of progress towards achieving results
 - Assessment of accomplishments
 - Review of risks (anticipated problems and mitigation)
 - Review of issues (current problems and plans for resolution)
 - Discussion on job satisfaction
 - Training and development need progress and review.
- Reviewed formally twice a year as part of the official UN Environment performance appraisal process.

Frequency and nature of assessments of accomplishment

- On a monthly basis during the work plan review meetings as detailed above.
- Mid and end of year during the appraisal process.

Discussion of development plan and learning objectives (see training and learning elements)

- Guidance and advice in relation to learning and training opportunities within the field of expertise will be given to the JPO by the supervisor.
- This will be discussed during the monthly work plan reviews and twice-yearly formal appraisal process.
- This may include formal job, online courses, shadowing, on the job training, etc.

Guidance to be provided in development of the workplan and project implementation.

- The JPO is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters.
- Regular feedback will be given by the supervisor on the progress of activities.
- Final results of each set of activities, is reviewed against attainment of objectives and quality of work and discussed between supervisor and JPO.
- Structured guidance provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Easy access to the supervisor; ability to send meeting invites to the supervisor as required.
- Participation in Unit meetings to ensure integration and operational effectiveness

Duties, responsibilities and output expectations

Terms of reference

- Work under the direct supervision of the Team Leader - Active Mobility, Digitalisation and Mode Integration to support the development and agreement of legal agreements with national and city governments and other partners.
- Assist with day-to-day management of the UN Environment Active Mobility, Digitalisation and Mode Integration Team through programme co-ordination, fund management, budget tracking and internal and donor reporting.
- Disseminate programme information at national and regional levels with local implementing partners.
- Undertake qualitative and quantitative research and develop guidance and tools on sustainable mobility, in particular active mobility, digitalisation and mode integration.
- Provide technical support and guidance to country stakeholders (including government, civil society, development partners, etc) and supervising local technical partners – on the matter of active mobility, digitalisation and mode integration.
- Effective application of the programme Monitoring & Evaluation Framework, establishment of targets and monitoring achievement of results.
- Other activities relating to sustainable mobility, as determined by the supervisor.

Output expectations

- Successful implementation of agreed joint activities with government and other partners.
- Donor reporting completed in a timely manner.
- Evidence of qualitative and quantitative research and/or guidance and tools on zero emission mobility.
- Evidence of technical support and guidance provided to specific country projects in Africa, Latin America and the Caribbean and Asia.
- Monitoring and evaluation report for the programme.

Travel

Missions and costs of travel envisaged during first year of assignment

Missions and costs of travel envisaged during second year of assignment

Missions and costs of travel envisaged during third year of assignment (if applicable)

- First year - One visit to an African country project for provision of technical support/guidance (estimated cost of flights and DSA -\$1,350).
- Second year - One visit to a Latin America and Caribbean or Asia country project for provision of technical support and guidance (estimated cost of flights and DSA - \$2,750).

Training and Learning Elements

Training

The JPO will benefit from the following training and learning opportunities:

- Participation in a two-day induction programme to the sustainable mobility unit.
- 2 weeks of job shadowing training in year one and 2 weeks of job shadowing training in year 2 with various sustainable mobility professional staff.
- Two years of language lessons for a UN official language at the UN duty station in Nairobi. The language to be agreed on jointly by the supervisor and the JPO (which will contribute to the project).

Further, the UN offers several Orientation and Development Programmes for entry-level professionals. For example, upon recruitment, the Junior Professional Officer will be required to take the following work place training:

- Ethics and Integrity at the United Nations
- Information Security Awareness
- Prevention of Workplace Harassment, Sexual Harassment and Abuse of Authority
- United Nations Human Rights Responsibilities
- Basic Security in the Field Staff Safety, Health and Welfare
- Advanced Security in the Field
- HIV/AIDS Orientation session (HIV/AIDS in the Workplace)

Learning elements:

After one year the Junior Professional Officer is able to:

- Understand the mandate of the UN Environment Programme and operations; in particular the work of the Sustainable Mobility Unit.
- Produce original research on issues relating to zero emission mobility.
- Write and edit reports and prepare and present on topics related to zero emission mobility.
- Plan, manage and work effectively in a multi-cultural environment.
- Think critically and present an argument on a topic.
- Review and assess project proposals.
- Formulate progress reports.

After two years the Junior Professional Officer is able to:

- Advise UN Environment officials and stakeholders in the field of zero emission mobility, in particular active mobility, digitalisation and mode integration
- Formulate analysis and recommendations for country partners relating to zero emission mobility and in particular active mobility, digitalisation and mode integration.
- Organize training, workshops and stakeholder engagement events for a variety of stakeholders including local and national government, civil society and development partners.
- Have a wide range of stakeholder contacts in and outside of the UN system.
- Present and negotiate to an improved level.

Qualifications and experience

- Advanced university degree in environmental management, economics, health, sustainable transport or a related field/equivalent experience.
- A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.
- A minimum of four years experience at national level in sustainable development and implementation of environmental related programmes, projects or activities is required OR 2 years experience at international level.
- Experience in an international and/or national organization is highly desirable.
- Computing skills in MS Office required (word, excel, powerpoint, outlook) required.
- Communication skills (ability to draft, write reports and other documents) required.
- Ability to establish and maintain effective working relations within a multicultural environment required.
- English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

Competencies

- **Professionalism:** Knowledge of internal policies, processes and procedures generally and in particular those related to programme/project administration, implementation and evaluation, technical cooperation, programming and budgeting. Understanding of the functions and organization of the work unit and of the organizational structure and respective roles of related units. Ability to work well with figures, undertake basic research and gather information from standard sources. Demonstrated ability to apply good judgment in the context of assignments given. Shows pride in work and in achievements; 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.
- **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 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 & 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 duty station

- Normal living conditions for a developing country in Africa.