

**United Nations Environment Programme
Junior Professional Officer request**

**Industry and Economy Division /Pollution and Health Unit,
Chemicals and Health Branch**

Junior Programme Officer

General Information

Post Title: Associate Programme Officer – Air Quality

Office/Division: UNEP, Industry and Economy Division, Chemicals and Health Branch

Unit: Pollution and Health Unit

Location: Nairobi

Duration: 2 years, with possibility of extension depending on agreement with donor and availability of resources

Background information on UNEP and the requesting Unit

The United Nations Environment Programme (UNEP) is the environmental arm of the UN System, with headquarters in Nairobi, Kenya. Its mandate is to carry out the functions related to the environmental dimension of Sustainable Development at a global level.

The Industry and Economy Division coordinates UNEP flagship programme on air quality, implemented jointly with various UNEP Divisions and Regional Offices, in implementation of the United Nations Environment Assembly Resolution 3/8 Preventing and reducing air pollution to improve air quality globally and of UNEP Medium Term Strategy (MTS) 2022-25.

Why is the Junior Professional Officer requested/needed?

It is estimated that 7 million premature deaths are attributable to air pollution (ambient and indoor) every year. UNEP MTS 2022-25 has set the ambitious objective to increase the percentage of the world population that lives in areas with improved air quality. Building on the existing air quality programme, UNEP needs to deepen and widen its support to member states and to leverage the private sector, finance and all the key sectors that need to contribute to reduced emissions and improved air quality, so as to improve environmental quality, health and well-being. To support this ambitious effort, UNEP needs to strengthen its capacity to deliver and to coordinate efforts of various UNEP Divisions and Offices, to fully leverage all capacities. It also needs to strengthen its capacity to develop and strengthen partnerships and fund mobilization efforts.

A Junior Professional Officer will strengthen the current air quality coordination team in the Pollution and Health Unit, by supporting international coordination, partnership development and fund mobilization, and the engagement with industry.

Supervision

The incumbent will be fully engaged in the Unit's activities, under the supervision of the head of the Unit. The E-Performance system will be used to appraise the Junior Professional Officer's performance, using the standards applicable to professionals at the P-2 level. Regular meetings will take place during the performance cycle to review progress and discuss any adjustments in plans. These meetings will be additional to regular weekly meetings to plan and review progress in the delivery of the Unit's objectives which will be shared in advance with the junior professional officer.

Content and methodology of the supervision

The supervision plan is based on a high level of involvement and motivation, and increased staff participation in the planning and delivery of work by:

- Establishing up-front performance expectations and accountability through mutual understanding between the Junior Professional Officer and first reporting officer on work goals to be accomplished;
- Setting performance standards using the United Nations competencies, which provide a shared language about what is expected and which help define future development needs;
- Promoting communication and ongoing feedback between the Junior Professional Officer and managers on the work programme;
- Fostering mentorship of the Junior Professional Officer by Unit colleagues to assist with career support and facilitate transfer of knowledge and organizational culture;
- Encouraging teamwork by integrating individual work plans with the unit work plan
- Promoting the Junior Professional Officer own professional development goals.
- Conducting bi-annual performance appraisals that assess accomplishments, review problems, discuss job-satisfaction, discuss development plan and learning objectives and provide guidance on project implementation.

Supervisory roles are as follows:

First appraising officer: Ms. Soraya Smaoun
Title first appraising officer: Programme Officer, Air Quality Coordinator
Unit first appraising officer: Pollution and Health Unit, Chemicals and Health Branch,
Industry and Economy Division
Location first appraising officer: Nairobi, Kenya

Second appraising officer: Ms. Maria Cristina Zucca
Title second appraising officer: Unit Head
Unit second appraising officer: Pollution and Health Unit, Chemicals and Health Branch,
Industry and Economy Division
Location second appraising officer: Nairobi, Kenya

Duties, responsibilities and output expectations

The Junior Professional Officer is expected to contribute to the overall activities of the air quality programme and in particular:

1. Support the implementation of the air quality programme, including by supporting activities in countries and/or cities where the programme is active
2. Support the coordination of the delivery of the air quality programme and the establishment of synergies with related programmes, by (1) organizing regular meetings among UNEP colleagues concerned with air quality and with relevant donors and partners, (2) supporting knowledge and information management efforts and (3) ensuring liaison with relevant UNEP's programmes focusing on high impact sectors (transport, waste, household energy, chemicals, etc.) as well as key partners or initiatives (such as e.g. the Climate and Clean Air Coalition)
3. Contribute to the identification of partners including in the industry and finance sectors and help build partnerships to strengthen UNEP's delivery in the area of air quality and related pollution and health topics
4. Contribute to the development of concept notes for funding for air quality and related pollution and health issues
5. Support project management, including by supporting project revisions, monitoring and reporting and by supporting the organization of project reviews and evaluations

Output expectations

- Regular meetings with internal and external experts and stakeholders
- Background materials and presentations on air quality and related pollution and health issues
- Drafts funding proposals
- Evidence of technical support provided to operational activities at country/city level as well as sound reporting
- Mapping of strategic partners from industry and finance

- Project revisions and reports
- TORs for consultants, draft donor and partnership agreements

Travel

The JPO will be required to attend meetings related to the implementation of the air quality programme and with partners. The following is a tentative cost estimate:

- Missions and costs of travel envisaged during first year of assignment: US\$ 6,000
- Missions and costs of travel envisaged during second year of assignment: US\$ 6,000

Training and Learning Elements

Training

The JPO will be able to access courses organized by various UN sections, both on a face to face and on a remote basis, among a range of courses on languages, management and communication, information technology and project management.

The Junior Professional Officer will receive on the job training on air quality in the form of experience working in developing and transitional countries supporting the development of air quality policies as well as through participating in webinars, meetings, workshops, conferences etc. The JPO will also be encouraged to undertake relevant courses on key project management support systems utilized by UNEP and the wider UN, including UMOJA and IPMR.

The supervisor and Junior Professional Officer will discuss and agree on specific training needs and opportunities (for example in relation to courses on project development and management).

Further, UN staff members are required to take several mandatory trainings including on:

- 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.

Learning elements:

After one year the Junior Professional Officer is able to:

- Understand working in a multicultural multinational environment, have knowledge and understanding of UNEP and be familiar with UN rules and regulations,
- Demonstrate sharpened editing/writing/reporting skills and ability to develop documents and communication materials according to UN standards in the field of air quality and related pollution and health topics

- be able to interact with member states officials and contribute to the provision of technical services on air quality.

After two years the Junior Professional Officer is able to:

- Have a thorough understanding of the barriers and opportunities to introduce air quality policies in low and middle-income countries
- Formulate analysis and recommendations for country partners related to implementation of air quality strategies and policies
- Have acquired skills in building partnerships with private sector and NGOs among others
- Have acquired fluent knowledge of one or more additional language(s) if she/he elect to take an advanced language course
- Receive advanced training in management and communication, information technology, etc. if she/he elect to take available courses

Qualifications and experience:

Qualifications:

The candidate is expected to have a first university degree in environmental science, environmental management, international relations or related fields. An advanced university degree is an added advantage. Fluency in oral and written English, with excellent drafting and presentation skills are essential.

Skills:

Ability to undertake research and synthesize findings, prepare analytical briefs and reports within limited timeframes and in user friendly formats.

Good organizational skills, ability to manage assignments under pressure.

Good computer skills, including data processing software such as excel and basic database software.

Excellent interpersonal skills and ability to establish and maintain effective working relations within a diverse workforce and with a variety of beneficiaries and external partners.

Working Experience:

At least 2 years of experience in developing and/or implementing projects in the field of air quality/ pollution prevention/ environment and health nexus or related fields. Experience in working at the international level is an asset. Working knowledge of a second UN language is an advantage.

Competencies

The UN Core values are Integrity, Professionalism, and Respect for diversity; the incumbent is expected to adhere to the core values of the organization.

Professionalism:

Sound academic knowledge of environmental science, public health or related field. Ability to apply her/his knowledge in a complex environment, characterized by intergovernmental decision-making processes, and focused on developing countries' needs.

Teamwork:

Works collaboratively with colleagues to achieve organizational goals. Ability to establish and maintain effective and harmonious working relations with people of different national and cultural backgrounds, respecting diversity and an appreciation for gender considerations.

Planning and Organization:

Develops clear goals that are consistent with agreed strategies. Manages and prioritizes multiple assignments within limited timeframes.

Living conditions at duty station

Normal living conditions for developing country in Africa.