

UN ENVIRONMENT PROGRAMME JUNIOR PROFESSIONAL OFFICER REQUEST

Joint Request by the Office for Latin America and the Caribbean and the Industry & Economy Division, Energy & Climate Branch, Global Climate Action Unit

General Information

Post Title: Junior Professional Officer (Associate Programme Officer)

Office/division/MEA: UNEP Office for Latin America and the Caribbean

Unit: Climate Change Unit

Location: Panama City/Panama, with periodic travel missions to Paris, among others, where the Global Climate Action unit sits

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

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 sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

The UNEP Office for Latin America and the Caribbean (Office for LAC) steers and coordinates UNEP's engagement in the region. Its Climate Change team supports the implementation of several mitigation, adaptation, climate finance and transparency projects and serves as the entry point for project-based activities that the Industry and Economy Division carries out in selected Latin American and Caribbean countries.

The Industry and Economy Division focuses on de-carbonizing, de-coupling, and de-toxifying development pathways. It helps partner countries, through its Global Climate Action Unit (GCAU) among others, to achieve low-carbon and climate-resilient development by facilitating the implementation of increasingly ambitious Nationally Determined Contributions (NDCs) aligned with their Long-Term Strategies (LTS) under the Paris Agreement and the Glasgow Climate Pact.

Priority topics addressed at the GCAU-Office for LAC intersection include supporting LTS development and NDC implementation on national and sub-national levels in Latin America & the Caribbean, providing NDC revision support aligned with national development & global climate goals, helping countries engage in carbon market mechanisms under Article 6 of the Paris Agreement, and fostering climate transparency under the Enhanced Transparency Framework.

In addition, the GCAU supports the development of Morocco's Long-term Low Emission Development Strategy (LT-LEDS) – which will build on similar activities carried out by the Office for LAC and that is likely to be extended to more countries.

Why is the Junior Professional Officer requested/needed?

With the adoption of the Glasgow Climate Pact, countries need to act on several fronts in the near to mid-term future. Parties completed at COP26 the Paris Agreement implementation guidelines (the so-called “Paris Rulebook”) negotiated since 2015, and set the ground for more ambitious climate action aiming to keep the goal of limiting temperature rise to 1.5°C within reach. To meet their related commitments and comply with agreed transparency requirements, they will need to: implement their current NDCs, develop Long-term Strategies (LTS) for net-zero carbon emissions development by mid-century, provide inputs to the Global Stocktake by 2023, submit their first Biennial Transparency Reports (BTRs) in 2024, and revise their NDCs by 2025 in line with their LTS, among others. In addition, many countries are eager to kick-start their engagement in market-based cooperative approaches under Article 6 of the Paris Agreement and use carbon markets as a vehicle for cost-effective climate action.

Against this backdrop, partner countries in Latin America (among others, Argentina, Costa Rica and Colombia, where a number of relevant UNEP projects are implemented including the BMU-IKI funded NDC Action project) and beyond (including Morocco) will require ample technical assistance in the years to come to embark on decarbonization and resilience pathways, develop capacities of key climate stakeholders and comply with the Enhanced Transparency Framework (ETF). UNEP’s Office for LAC and GCAU will continue supporting ambitious climate action in line with those three strategic objectives of the Climate Change Sub-programme in UNEP’s 2022-2025 Mid-Term Strategy.

In this context, a Junior Professional Officer (JPO) is requested for a duration of two years (with possibility of extension), who will support UNEP with developing, and implementing projects and activities aimed at enabling effective climate action in Latin America and at global level.

Supervision

The incumbent will be fully engaged in the Office for LAC’s and GCAU’s activities, under the direct supervision of the Programme Officer for Climate Ambition and Transparency (Office for LAC). S/he will receive additional guidance from the NDC Action Programme Coordinator (GCAU). The JPO will be based in Panama City.

The E-Performance system will be used to appraise the JPO’s performance, using the standards applicable to professionals at the P-2 level. The Performance Appraisal is also submitted to the donor-government. 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 biweekly unit meetings.

Content and methodology of the supervision

The JPO will be initially introduced to the Office for LAC’s Climate Change, and the Energy & Climate Branch’s GCAU teams, mandates and workplans. The incumbent will receive a general induction on the way the offices operate and the specific requirements of her/his role, including the expectations in terms of outputs to be delivered, stakeholders to liaise with, and on broader UN values, competences, rules and regulations and the performance system. The JPO will be guided in the development of the individual workplan, will be given clear guidance on a regular basis, including regarding

sensitivities in the conduct of the tasks, and will take part in regular (bi)weekly planning meetings.

The incumbent will be expected to liaise with internal and external partners on a regular basis, including in-country partners in LAC countries, Morocco and beyond. S/he will do so with guidance from the Programme Officer for Climate Ambition and Transparency and the Climate Change Coordinator (Office for LAC), as well as from the NDC Action Programme Coordinator and the Head of the GCAU (Industry and Economy Division's Energy & Climate Branch). The incumbent will be introduced to and given access to system-wide guidance and policies on project management, the partnership strategy, projects management and reporting systems and other corporate policies, procedures, and strategies relevant to conducting her/his functions.

In addition to the regular (bi)weekly meetings, the supervisor will hold one-on-one meetings to review progress on tasks, address any challenges in carrying them out and learning needs, provide further guidance and assign further tasks, on a regular basis (monthly). These meetings will provide the opportunity, when relevant, to discuss and foster development and learning processes of the JPO. The supervisor and other managers as relevant will also provide ad hoc feedback on specific tasks or groups of tasks.

General objectives, desired results, job satisfaction and anticipated problems are discussed beforehand and on a continuous basis throughout the assignment with the incumbent. Regular feedback on the progress of activities is obtained by the supervisor through review of work in process. The incumbent will carry out the duties under general supervision and is expected to consult with the supervisor on issues of policy or other sensitive matters. Final results of each set of activities are reviewed for attainment of objectives and quality of work. The performance evaluation, following a one-year cycle, will include discussions on the individual workplan and on performance evaluation at mid-term and end of year.

First appraising officer: Mr. Sebastián Carranza Tovar

Title first appraising officer: Programme Officer for Climate Ambition and Transparency

Unit first appraising officer: Regional Office for Latin America and the Caribbean

Location first appraising officer: Panama City, Panama

Second appraising officer: Ms. Miriam Hinostroza

Title second appraising officer: Head

Unit second appraising officer: Global Climate Action Unit, Energy & Climate Branch, Industry and Economy Division

Location second appraising officer: Copenhagen, Denmark

Duties, responsibilities and output expectations

1. Contribute to project management by supporting the **development and implementation of projects** designed to mitigate climate change, strengthen climate resilience, and enhance environmental sustainability in countries, regions and cities in

- Latin America, Morocco and beyond, in close coordination with country teams, through technical assistance support with sector-specific NDCs implementation, Long-term Strategies development, carbon market participation under Article 6 of the Paris Agreement, monitoring, reporting & verification under the Enhanced Transparency Framework, and other related areas of action;
2. Contribute to **fund mobilization** by developing background analyses, concept notes and support the drafting of proposals upon request;
 3. Contribute to **organizing and delivering webinars and trainings** to disseminate information and strengthen capacities relevant for enhanced sector-specific/economy-wide climate change mitigation/adaptation and environmental sustainability;
 4. Support the **planning and development of publications** (studies, policy briefs, technical reports, etc.) on selected topics related to climate change mitigation/adaptation and environmental sustainability, and support their dissemination;
 5. **Support coordination and engagement** with UNEP colleagues and external experts/partners, such as other implementing organizations (UNDP, GIZ, FIAPP, etc.), partnerships (NDC Partnership, IKI NDC-LTS Network, Euroclima+, etc.), research institutes and private sector actors incl. financial institutions.
 6. Support **knowledge management** and **project communication/outreach**.

Output expectations

The following outputs are expected to be developed partially (team effort) or fully (individual effort) by the JPO, as feasible and depending on the supervisor's and other relevant managers' respective indications:

- Various documents and templates for project development, management, monitoring and implementation;
- Draft project proposals and related budgets, implementation reports, TORs for consultants, and agreements with partners;
- Webinars and other meetings technical meetings;
- Analytical reports on diverse ongoing efforts (e.g., tools and proposed solutions, partnerships, initiatives, etc.) and publications;
- Inputs and organizational support to technical, intergovernmental, and interagency meetings, to meetings with colleagues, partners, donors and experts, and to project communication/outreach efforts and events.

Travel

The JPO will be required to attend project, intergovernmental, interagency, or expert meetings related to climate change mitigation/adaptation action and environmental sustainability, either in person or remotely, in line with UNEP policies on travel in light of COVID-19. The JPO may also be required to travel to beneficiary countries in the context of project implementation, together with senior regional/sub-regional offices colleagues, if the COVID-19 situation permits. The following is a tentative cost estimate:

- Missions and costs of travel envisaged during 1st year of assignment: US\$ 12,500
- Missions and costs of travel envisaged during 2nd year of assignment: US\$ 12,500

Training and Learning Elements

Training

Most of the training will be on the job, with the possibility of attending training financed from UNEP or UNON on language skills if needed, results-based management, relevant IT skills and on the use of internal business intelligence systems such as UMOJA. The Office for LAC Climate Change team and/or Energy & Climate Branch's GCAU will support the attendance by the incumbent of specialized conferences or training programmes with a link to climate change mitigation/adaptation (e.g., on adaptation finance, carbon markets, climate transparency, etc.) within the limit of available resources. This will be in addition to the training specific budget that will be provided by the country sponsoring the JPO.

Learning elements:

After one year the JPO is able to assess and formulate project proposals and draft project budgets according to UN standards. S/he is able to develop job descriptions and project documents, and to excel in multi-cultural working environments.

After two years the JPO is able to monitor progress in solving complex problems and has improved hard & soft skills relevant to his/her position, such as editing/writing/language skills, technical understanding of carbon markets, climate transparency, and/or climate finance, etc.

After three years (if funded) the JPO has deepened his/her knowledge in environmental policy planning and implementation, and has an enhanced knowledge of the UN system, based on regular interactions with different UNEP teams, beneficiary countries, and partner organizations and key national stakeholders.

Qualifications and experience

Education/Qualifications:

- Advanced university degree (Masters or equivalent) in Climate Change, Environmental Studies, International Development, Political Science, or related areas of study;
- Knowledge of Nationally Determined Contributions (NDCs), climate transparency, carbon markets, and/or any other topic related to the implementation of the Paris Agreement is highly desirable;

Working experience:

- At least 2 years of professional experience related to sustainable development and the formulation/implementation of environmental policies, programmes and/or initiatives;
- Experience working with climate/development stakeholders in developing countries, donor government institutions, national development agencies, international organizations, and/or technical partners is highly desirable;

- Having worked in/with Latin American countries is highly desirable;
- Experience with supporting fund mobilization and/or project management is desirable;

Skills & More:

- Fluency in English, French and Spanish (oral and written) is required;
- Project management skills are desirable;
- Strong communication skills, ability to listen and analyze carefully, team player, attention to the details;
- High motivation to directly support developing countries in planning and implementing climate policies.

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 climate change, sustainable development, 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, with a particular focus on Morocco, and Latin America.

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.

Commitment to continuous learning:

Keeps abreast of new developments in own occupation/profession.

Living conditions at duty station

Standard living conditions in Panama City.