

UNITED NATIONS ENVIRONMENT PROGRAMME JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Programme Officer - Climate and Clean Air Coalition
Office/division/MEA: Industry and Economy Division / Energy and Climate Branch
Unit: Climate and Clean Air Coalition Secretariat
Location: Paris, France
Duration: Two years

Background information on UN Environment and the requesting Unit

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. 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 overall objective of UNEP's Economy Division is to encourage decision makers in government, local authorities and industry to develop and adopt policies, strategies and practices and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices and other tools that assist in environmentally sound decision making and the building of corresponding activities.

The Climate and Clean Air Coalition (CCAC) is a partnership of governments, intergovernmental organizations, and representatives of the private sector, the environmental community, and other members of civil society, that are committed to accelerating and incentivizing action to address key short-lived climate pollutants (SLCPs), essentially methane, black carbon, hydrofluorocarbons and tropospheric ozone. Convened by UNEP, this is an example of delivering through partnership, contributing to the Sustainable Development Goal 17. The Secretariat and the Trust Fund of the Coalition are hosted by the United Nations Environment Programme (UNEP). Working at the Nexus of Climate and Clean Air, the efforts contribute directly to addressing two of the key environmental crises highlighted in the UNEP Medium Term Strategy, in an integrated manner.

Addressing short-lived climate pollutants is essential to limiting global temperature increase to 1.5 degree Celsius, thereby complementing deep decarbonization efforts. Reducing SLCPs, which have a higher global warming potential than CO₂ and a shorter-lifetime in the atmosphere allows us to reduce atmospheric concentrations this decade, and as such is essential to efforts to reduce risk of hitting tipping points. SLCP reduction across a limited number of sectors through a set of targeted measures comes with important health benefits, alongside benefits for food security and energy access.

The CCAC is a core implementer and the first port of call for country engagement of

countries having joined the Global Methane Pledge, a voluntary commitment to reducing global methane emissions by 30 percent by 2030, from 2020 levels. The CCAC is also supporting the regional efforts underway to address air pollution, including exploration of regional plans and agreements.

The post is expected to support the interlinkages between the CCAC's National Planning Hub and the sector Hubs. CCAC sector Hubs are set up as vibrant platforms for exchange amongst countries and key stakeholders to define a common vision in the sector/on selected topics, exchange experiences, matchmaking and catalyzing funding.

Why is the Junior Professional Officer requested/needed?

The Associate Programme Officer will help strengthen the interlinkages between the support provided to countries to enhance their capacity for national planning, which focusses on integrated planning for climate and clean air outcomes, with the support provided under the CCAC sector Hubs, including capacity support and institutional strengthening for sector policies.

The integrated planning allows for informed decisions on courses of action, based on cost benefit analysis. We need to further step up our capabilities in this area, in line with the CCAC 2030 Strategy which states that “[g]oing forward [the CCAC] will augment our model-driven, evidence-based analyses by strengthening the social and economic lens of our multiple benefits analysis at regional, national and local levels, highlighting policies and measures that can drive equitable green growth and create quality jobs.”

Furthermore, we need to step up our support to technology assessments as they relate to SLCP action, in line with the Ministerial Declaration of the 2022 Climate and Clean Air Ministerial. It requested to explore how to “better understand and advise CCAC Partners on the landscape of innovative methane [and other SLCP] mitigation technologies, including methane removal and sector-specific methane reduction technologies.”

This two-year post will not only help with the interlinkages between national planning and the sectoral work, but also help us set up the new structure of this Technology and Economic Assessment vehicle, which when operationalized could also inform funding decisions of public and private sector finance institutions.

Supervision

The Associate Programme Officer will work under the supervision of the Lead of Country engagement and the National Planning as well as the Coordinator of the sector Hubs, under the overall supervision of the Head of Secretariat. The Associate Programme Officer's performance will be appraised through the organization's e-Performance system. Additional details are provided in the section below.

Content and methodology of the supervision

With support from the second reporting officer as needed, the first reporting officer will:

- Introduce the Associate Programme Officer to the work of the Secretariat, especially the Hub structure and related portfolio, as well as the specific elements for which he or she would be responsible.

- General objectives, desired results and anticipated problems will be discussed beforehand with the Associate Programme Officer. A workplan will be discussed and established within the first three months of the assignment.
- Meet weekly with the Associate Programme Officer to assess progress regarding the duties assigned to him or her, review problems encountered, gauge his or her job satisfaction, professional development, and learning objectives.
- Meet twice a year with the Associate Programme Officer for a more formal discussion and evaluation of work progress
- Provide regular feedback, guidance and mentoring about work-plan development and project implementation.
- It is expected that the supervision provided will be more frequent in the first year of the assignment to consider the needs for the Associate Programme Officer to get used to his/her new working environment. The JPO will be supported by a Buddy and a Mentor who will be identified within the Team prior to the beginning of his/her assignment.

First appraising officer:

Ms Seraphine Haeussling

Programme Management Officer

CCAC Secretariat, Energy and Climate Branch, Industry and Economy Division

Location first appraising officer: Paris, France

Second appraising officer:

Ms. Martina Otto

Head of Secretariat

CCAC Secretariat, Energy and Climate Branch, Industry and Economy Division

Location first appraising officer: Paris, France

+33 1 44 37 46 91

martina.otto@un.org

Duties, responsibilities and output expectations

Under the supervision of the Lead of Country engagement and the National Planning as well as the Coordinator of the sector Hubs, and under the overall guidance of the Head of CCAC Secretariat, the Associate Programme Officer will support the UNEP convened CCAC Secretariat and will strengthen the capacity to strengthening the social and economic lens of our provide multiple benefits analysis at regional, national and local levels, highlighting policies and measures that can drive equitable green growth and create quality jobs, and helping to assess the technology and economic performance of innovative technologies. Activities to achieve this objective will include the following:

Responsibilities

1. Support the implementation of Climate and Clean Air Coalition's (CCAC) 'Strategic Planning and Policy Hub' and interlinkages with sector Hubs:
 - a. Provide scientific and technical support to the CCAC Partners for development and implementation of activities supported by the Hubs;

- b. Support provision of technical support to countries on integrated planning and sector policy efforts.
 - c. Follow activities implemented and review associated documents;
 - d. Support Partners in developing appropriate documents;
 - e. Prepare and monitor contracting arrangements with implementers;
 - f. Prepare summaries and updates;
 - g. Support the promotion of the hub and dissemination of its outcomes.
 - h. Managing the process for timely reporting on countries' activities and progress;
 - i. Serving as the Coalition's focal point for communications with the Hub's Partners;
 - j. Supporting the coordination of various written outputs prepared by Partners, including the CCAC Annual Report.
- 2. Support the set up of the new mechanism related to technology and economic assessment of new technologies to reduce methane and other SLCPs.
- 3. Coordination and Liaison between CCAC and UN Environment:
 - a. Help relevant UN Environment divisions/offices/units/teams understand SLCP issues;
 - b. Support coordination of activities with relevant UN Environment programmes and projects;
 - c. Support involvement of UN Environment Regional Offices activities as regional outreach and awareness raising activities and CCAC participation in international and regional events;
 - d. Prepare briefing notes and other written inputs to support CCAC Secretariat liaison with UN Environment Senior Management Team and promotion of the CCAC by UN Environment Senior Management Team.

Output expectations

The work is expected to result in supporting an operational strategic planning and policy hub with strong partner engagement and lead by countries, including:

- Support provided to an increasing number of countries
- Link to sectoral work (Sectoral Hubs) ensured
- Finance and social and economic considerations in hub fostered
- Increased implementation of SLCP mitigation policies identified through support provided to countries with integrated assessments
- in-country capacity on integrated planning and policy development and implementation strengthened
- Link to sub-national/city work strengthened

Travel

Missions and costs of travel envisaged during first year of assignment: 2-3 missions; USD 3000

Missions and costs of travel envisaged during second year of assignment: 5-6 missions; USD 5000

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

Training and Learning Elements**Training**

The Associate Programme Officer will be provided with training (language, computer, gender equality, and security training as well as support for specific professional development areas) depending on specific personal needs considering work requirements. Training will also include technical components of climate change mitigation issues and energy efficiency related to cities and buildings, as well as urban energy systems, depending on needs. In addition, the UNESCO staff training unit in Paris offers a wide variety of courses available to UN staff.

- Training on UMOJA
- Training on planning tools such as Low Emissions Analysis Platform – Integrated Benefits Calculator (LEAP IBC tool), application of 'Opportunities for Increasing Ambition of Nationally Determined Contributions through Integrated Air Pollution and Climate Change Planning: A Practical Guidance document
- Training on mandatory UN training
- Language training

Learning elements:

After one year the Junior Professional Officer is able to: understand the hub's planning tools and scope of assistance to countries; understand UN project management system; familiarity with UN rules and regulations;

After two years the Junior Professional Officer is able to: apply the hub's planning tools in country support programmes; develop implementation plans and budgets for country support on integrated planning and policy; formulate project documents; support trainings to countries on integrated planning

After three years (if applicable) the Junior Professional Officer is able to:

Qualifications and experience**Education**

A first-level university degree in environment policy, environmental science, international relations or related field is required.

Work Experience

A minimum of two years of progressively responsible experience in climate change/environment, and experience in the UN or other international organisations is an

asset. Experience working with the topics related to the reduction of short-lived climate pollutants is desirable. Experience in developing capacity building workshops with national governments is an asset.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French is required. Knowledge of another UN language is desirable.

Competencies

- **Professionalism:** Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Ability to apply UN rules, regulations policies and guidelines in work situations; shows persistence when faced with difficult problems or challenges. Ability to assist project manager in the development and implementation of projects activities. Takes ownership of all responsibilities and honors commitments; Delivers outputs for which one has responsibility with prescribed time, cost and quality standards.
- **Planning and Organizing:** Ability to manage own work plan and work schedules of others, to meet competing deadlines and to prioritize accordingly; allocates appropriate amount of time and resources for completing work; uses time efficiently.
- **Teamwork:** Open to participation in joint activities, shares information and supports colleagues to achieve the common goals of the work plan. Contributes with substantive input to joint tasks, work planning and reporting. Is accessible and used to use on-line collaboration tools to ensure that communication flows also with colleagues outside the duty station.