

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: **Circular Economy JPO**

Office/division/MEA: Industry and Economy Division, UNEP

Unit: Finance and Economic Transformations sub-programme

Location: Panama City, Panama

Duration: 2 years (possibility to be extended to 3 years)

Background information on UNEP and the requesting Unit

The United Nations Environment Programme (UNEP) established in 1972, is the voice for the environment within the United Nations system. UNEP acts as a catalyst, advocate, educator and facilitator to promote the wise use and sustainable development of the global environment. Its mandate is to be the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimensions of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment.

UNEP's Industry and Economy Division addresses environmental issues at global and regional levels, provides leadership and encourages partnership in caring for the environment by inspiring, informing and enabling nations and people to improve their quality of life without compromising that of future generations. Industry and Economy Division also works with many partners, including Member States, to advance the organization's global goals as well as national efforts to transition to a low-carbon, green economy.

Within the Industry and Economy Division, the Resources and Markets Branch is focused on resource efficiency, inclusive green economy, and circularity. It leads the UNEP Green Economy Initiative and the Partnership for Action on Green Economy, One Planet Network, International Resource Panel, Global Opportunities for Sustainable Development Goals (GO4SDGs) and many other initiatives. All these aims to shift national economies on to a more sustainable path, in which jobs and output growth are driven by increased investment in green sectors, and by a switch of consumers' preferences towards environmentally friendly goods and services.

GO4SDGs initiative is an accelerator of the SDGs, SDG12 and SDG8. GO4SDGs focuses on 3 main action areas: supporting governments to strengthen policy coherence; 2) support small and medium-sized enterprises (SMEs) to increase capacities and access for financing innovation and circularity; and empower youth to amplify their voices and embrace sustainable lifestyles. As part of this work, GO4SDGs is supporting policies and initiatives to advance the transition to a circular economy at the regional level, including in Latin America and the Caribbean.

UNEP, through its Office for Latin America and the Caribbean, located in Panama City, works closely with the 33 countries of the region - including 16 small island developing States - with a population of about 588 million people. The office works to serve the needs of the region and its activities are integrated into the work programmes approved by the United Nations Environment Assembly of UNEP (UNEA).

UNEP is co-founder and coordinator of the Latin America and the Caribbean (LAC) Regional Coalition on Circular Economy. The LAC Coalition brings together 9 strategic partners: United Nations Environment Programme (UNEP), the UN Economic Commission for Latin America (ECLAC), Inter-American Development Bank (IDB), UN Center of Climate Technology Network (CTCN), Ellen MacArthur Foundation (EMF), Konrad Adenauer Foundation (KAS-EKLA World Economic Forum (WEF), Platform for Accelerating Circular Economy (PACE), United Nations Industrial Development Organization (UNIDO). The Coalition has a Steering Committee with Government representatives and over 22 members who have joined the Coalition. The Coalition main objectives are to provide capacity building and facilitate cooperation among Latin America and the Caribbean countries to increase knowledge and build a common understanding of circular economy in the region.

The Junior Professional Officer (JPO) position will support the coordination and the activities of the LAC Coalition, following its annual work plan. The JPO will work closely with the Steering Committee and will facilitate cooperation and partnerships

Why is the Junior Professional Officer requested/needed?

The LAC Coalition on Circular Economy has a broad portfolio of projects covering different areas of green economy and sustainable consumption and production. Recently, its portfolio has expanded, with a great potential to accelerate the transition to circular economy. However, there is also a great need for additional capacity and support, which enable us to seize these opportunities.

The LAC Circular Economy Coalition has 6 working areas:

1. advocacy and fostering leadership dialogue and increase understanding of the circular economy
2. supporting capacity building
3. promoting research and knowledge development
4. strengthening enabling condition and policies (legislation, norms and others)
5. supporting the development of tools and indicators
6. creating enabling conditions to mobilize finance and investment for circular economy in the region

This current portfolio will offer a great opportunity for a JPO to apply her/his skills and capacities in the regional journey towards a sustainable and circular economy.

The JPO is requested for a period of 2 years to contribute to the delivery of the UNEP's mandate and work plan to support countries in advancing the environmental dimension of the 2030 Sustainable Development Agenda and will contribute directly to advancing

circularity in the LAC region, by supporting the coordination and some of the activities of the LAC Coalition.

Supervision

The Junior Professional Officer (JPO) will be under the direct supervision of the Head of the project “Global Opportunities for Sustainable Development Goals (GO4SDGs) as a First Reporting Officer (FRO) and the Head of the Resources and Market Branch as a Second Reporting Officer. The Regional Coordinator of the Finance and Economic Transformations sub-programme will be an Additional Supervisor.

Content and methodology of the supervision

- Develop a detailed annual work plan with clear objectives, expected outcomes and impact indicators.
- Introduction of the Junior Professional Officer to the UNEP team in the Industry and Economy Division and in UNEP’s Region, Sub-regional and National Offices.
- Introduction to the related projects of the Finance and Economic Transformation Sub-Programme.
- Periodical work programme discussion and evaluation in light of the performance appraisal; frequency and nature of assessments of accomplishments, review of problems, discussions on job-satisfaction; discussion of development plan and learning objectives, guidance to be provided in development of the workplan and project implementation.
- General objectives, desired results and anticipated problems will be discussed beforehand with the incumbent. Regular feedback on the progress of activities will be obtained by the supervisor through review of work in process. The incumbent is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters. Final results of each set of activities, is reviewed for attainment of objectives and quality of work.

First appraising officer:

First appraising officer: Ms. Adriana Zacarias Farah

Title first appraising officer: Head and Global Coordinator of GO4SDGs

Unit first appraising officer: Industry and Economy Division, UNEP

Location first appraising officer: Nairobi, Headquarters

Second appraising officer: Ms Elisa Tonda

Title first appraising officer: Chief, Resources and Market Branch

Unit first appraising officer: Industry and Economy Division, UNEP

Location first appraising officer: Paris

Additional appraising officer:

Ms. Beatriz Martins Carneiro

Title: Regional Coordinator of Finance and Economic Transformations sub-programme

Location second appraising officer Panama City, UNEP –LAC Office

Duties, responsibilities and output expectations

Terms of reference

The main activities to be carried out by the JPO:

1. Support the coordination of the Latin American and Caribbean Coalition on Circular Economy, this includes:

- a. Assist in the preparation of periodical conference calls and webinars with the steering committee, strategic partners and members of the Coalition, maintaining good cooperation and information flow.
- b. Help identify good case practices of circular economy in the region
- c. Support the continuous mapping of circular economy capacity building offers in the region
- d. Support organization of the two existing workings groups, on plastics and on electronics, and support the launch of further working groups.
- e. Accompany the Coalitions' work on metrics and circular economy measurement
- f. Closely follow up with the Coalition's partners (IDB/ IDB-Invest and UNEP-FI) its work on circular economy finance
- g. Support the organization of conferences and workshops of the Coalition, this including the preparation of the agendas, invitations, background documents, presentations, minutes and other key documents.
- h. Support preparation of communication tools and material for the Coalition such as briefings, newsletters, PPT
- i. Manage the content for the Coalition's website, and social media channels
- j. Support outreach and engagement of new/existing partners of the coalition. Identify synergies and build cooperation with other relevant partners and initiatives.
- k. Support the identification of project and funding opportunities.

Output expectations

- Increased delivery and visibility of LAC Coalition among countries in Latin America and the Caribbean.
- Further consolidated the Coalition, its network and collective delivery with all strategic partners.
- Improved communications and outreach of the Coalition
- Event of the Coalition have been organized timely and in a usefully manner.
- At least two products of the Coalition have been launched.
- Stronger advocacy for circular economy policies focused on upstream solutions

- Synergies and greater coherence of actions in the field of circular economy at the regional level

Travel

Missions and costs of travel envisaged during first year of assignment:

At least 2 to 3 missions in LAC countries (tbc). Cost around 6,000 USD

Missions and costs of travel envisaged during second year of assignment

At least 2 to 3 missions in LAC (countries tbc): 6,000 USD

For some of the missions, UNEP will be able to provide funds or ask regional donors to cover some of the costs.

Training and Learning Elements

Training:

Within the budget of the post the JPO will draw up an appropriate professional development programme in consultation with the supervisors at the beginning of the assignment. In line with the JPO's experience and mutually identified development and training goals, training elements will include: UN Mandatory Online Courses (Integrity Awareness, Prevention of Workplace Harassment, Sexual Harassment and Abuse of Authority, Basic Security in the Field and Advanced Security in the Field), relevant learning courses (non-compulsory) accessible through the online platform (UN core and managerial competencies, staff well-being etc.), and UN language courses available. The JPO is expected to attend at least one training per year related to project management, and/or sustainable consumption and production. This programme will be revised on regular basis as need arises to supplement knowledge and skills for the effective performance of the duties and responsibilities within the budget of the post. The JPO will report on the training and the implementation of the acquired skills to the Supervisor and Appraising officers and the Donor government.

Learning elements:

After one year the JPO should have obtained a good understanding of the concepts and approaches related to sustainable consumption and production and circular economy and Agenda 2030 for Sustainable Development. The JPO should have the ability to compile and analyze data on sustainable consumption and production implementation and circular economy, draft briefing and reporting documents, provide guidance and conduct consultations among stakeholders, and support regional meetings or workshops, including follow up on their outputs. She/he will be able to undertake project administration tasks. She/he will have good competences in working in a multi-cultural working environment and will develop the competencies of professionalism, planning and organizing, teamwork and communications.

After two years the JPO is able to independently deliver project outputs and undertake project management tasks. She/he should have a good understanding of the planning cycle, project formulation and reporting. She/he will be fully familiar with the UN system, including its rules and regulations, making him/her ready for any similar assignment in the UN system.

Qualifications and experience

Education: An advanced university degree (Master's Degree) in sustainable development, environmental science or policy, economics, development studies or related field. Knowledge on circular economy is desirable.

Experience: A minimum of two relevant and progressively responsible working experience in the international field on environment/sustainability matters both at technical and political level, preferably related to sustainable consumption and production, sustainable use of resources and/or circular economy. Experience working with or for governments, inter-governmental organizations, NGOs, foundations, or charities is desirable, including in developing country context.

Language: Fluency in English and Spanish (both oral and written) is required; Knowledge of another official languages in the United Nations System is an advantage.

Competencies:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style, and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

Living conditions at duty station
Standard.