

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Programme Officer – Circular Textiles

Office/division/MEA: Industry and Economy Division

Unit: Consumption and Production Unit

Location: Paris

Duration: 2 years

Background information on UN Environment and the requesting Unit

The UN Environment Programme (UNEP) 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 of the global environment and sustainable development. The Industry and Economy Division at UNEP plays a leading role in the Green Economy Initiative and in the transition to sustainable consumption and production patterns, which aim to shift national economies onto a new path, in which jobs and economic growth are driven by increased investment in green sectors, and by a switch of production practices and consumers' preferences towards environmentally friendly goods and services.

The Consumption and Production Unit promotes Resource Efficiency and Sustainable Consumption and Production (SCP) policies, practices and initiatives through the engagement of governments, the business community and civil society organizations. It further works on building circularity in high-impact sectors (textile, plastics, electronics, and metals), by implementing innovative actions on policy, business and technology, as well as convening relevant stakeholders to promote the transition towards sustainability and circularity in sectors. Under the work in high-impact sectors, the unit is responsible for coordinating and supporting implementation of the UNEP Textiles Flagship Initiative, which galvanizes UNEP's work on textiles and fashion in a coherent, systemic and strategic way, to trigger systems change to accelerate the transition towards a sustainable and circular textile value chain.

Why is the Junior Professional Officer requested/needed?

UNEP's Medium-Term Strategy (2022-2025) and the increasing attention on textile pollution from Member States and stakeholders (industry, civil society) have incubated the UNEP Textile Flagship Initiative. The Initiative sets out the key priorities where UNEP can leverage its existing and planned work to transform the textile sector towards circularity, including focusing on reducing the harm of the linear textile system of today, while preparing for the needs and wants of the circular textile system of tomorrow. UNEP is the Lead Agency for a Global Environment Facility Integrated Program on Eliminating Chemicals from Value Chains including in the textile / fashion sector, and this initiative is being closely aligned with the development of the UNEP Textile Flagship Initiative. UNEP's Textile Flagship Initiative is further informed by consultations with over 200 stakeholders and experts from across the global value chain, through which an overarching need for a coordination mechanism on circular textiles emerged, to give cohesion and a focal point to support the delivery of existing work and encourage other actors to participate and address further gaps. UNEP aims to provide this coordination and joint delivery mechanism, following numerous requests for UNEP to take this role, and leveraging its existing strong partnerships with key actors in the field, both within the UN system (such as the UN Alliance on Sustainable Fashion, the ILO, UNECE) and beyond (such as the Ellen MacArthur Foundation, Global Fashion Agenda, the Fashion Pact, African Development Bank and Global Environment Facility). The UNEP Textile Flagship Initiative will work both at global and

country level to deliver three priorities to deliver system change towards circular textiles: shifting consumption patterns, improved practices and infrastructure investment.

The Junior Professional Officer will support the implementation of the UNEP Textile Flagship Initiative, contributing to UNEP's Medium-Term Strategy, relevant UNEA resolutions and global policy frameworks, such as the one to be adopted at the Fifth International Conference on Chemicals Management under the Strategic Approach for International Chemicals Management. The JPO will lead UNEP's coordination mechanism under the UNEP Textile Flagship Initiative, driving engagement and partnership building with key textile stakeholders and initiatives. The JPO will also support implementation of country and regional projects under UNEP's Textile Flagship Initiative, such as the GEF Integrated Program and other projects providing support to textile producers and brands in developing countries to reduce pollution, support to governments in setting ambitious textile policies and coordinate plans at global level, or support to countries in sustainable fashion communication.

Supervision

The Junior Professional Officer will be supervised by the Textile Programme officer, Consumption and Production Unit. In line with UNEP's E-Performance system, the JPO and his/her supervisor will set annual goals and learning objectives with interim milestones (see below).

Content and methodology of the supervision

In line with UNEP's e-performance system, the JPO and his/her supervisor will develop an annual work plan, with goals, success criteria and competencies/ behaviours used and strengthened to deliver the goals. The annual work plan will also include a personal and career development plan. Bi-annual performance reviews (mid-term review in October and end of cycle review in March) will provide space to discuss progress or challenges and give feedback, both by the supervisor on the JPO's performance, and by the JPO on the supervisor's supervision and the work. This also entails the assessments of accomplishments, review of problems, discussions on job-satisfaction; discussion of development plan and learning objectives, and guidance in the development of the work plan and project implementation.

Upon joining the team, the JPO will be provided with a two-week induction, which will introduce the JPO to UNEP (mandates, structure), its Medium-Term Strategy and Programme of Work, the branch and the unit, as well as UNEP's textile work. The induction will include bilateral meetings with the supervisor, team members and UNEP staff across the house working on textiles, structured provision of background and guidance documents, and attendance of relevant courses and events (for instance, joining a UNEP textile eco-innovation training).

The JPO will work independently at P-2 level. Weekly meetings with the unit's textile team and his/her supervisor will ensure regular exchange and guidance on tasks as well as guidance on questions about UNEP, political matters, administrative processes or wider learning opportunities. Regular feedback on the progress of activities will be obtained by the supervisor through review of work in process.

First appraising officer: Ms. Bettina Heller

Title first appraising officer: Programme Officer

Unit first appraising officer: Consumption and Production Unit

Location first appraising officer: Paris

Second appraising officer: Ms. Eloise Touni

Title second appraising officer: Programme Officer

Unit second appraising officer: GEF Chemicals & Waste Unit, Chemicals & Health Branch

Location second appraising officer: Geneva

Duties, responsibilities and output expectations

Terms of reference

- 1) Lead the UNEP Textile Flagship Initiative's Circularity Coordination Mechanism, including:
 - Facilitate collaboration and partnership building with key textile initiatives and stakeholders, including management of UNEP's Textile Expert Community
 - Facilitate engagement of key internal partners with UNEP Divisions and regional offices for coordination and joint project development and implementation
 - Organize and present at briefings, workshops and events
 - Assist with the overall management of the coordination mechanism, including identification of new partners and actively moderating and facilitating exchange of information within the network and with relevant knowledge management partnerships such as the Green Growth Knowledge Partnership (GGKP), SAICM, the Resource Efficient and Cleaner Production Network (RECPnet), and others.
- 2) Support the implementation and reporting on the UNEP Textile Flagship Initiative, including:
 - Prepare various written outputs at global level, e.g. draft background papers, analyses, sections of reports and studies, inputs to publications, etc.
 - Contribute to the collection and analysis of data as well as identification of trends
 - Participate in the organization and development of training workshops, seminars and capacity building activities
 - Support the establishment and maintenance of UNEP's internal monitoring and evaluation mechanisms for the Textile Flagship including through tools such as the UN Integrated Planning, Management and Reporting (IPMR) and other donor and UNEP results-based management reporting as required
- 3) Contribute to the development and delivery of national, regional and global project proposals in line with the approved Textile Flagship project document and theory of change including:
 - Support baseline research and partner engagement for the development of the GEF Integrated Program on value chains for textiles
 - Contribute to the technical delivery of related project activities, coordinating with implementing partners and in-country partners
 - Providing support to all internal and external partners to provide narrative and financial reporting in a consistent format
- 4) Perform any other relevant duties assigned.

Output expectations

- Active coordination mechanism on circular textiles with a strong partner network, delivering jointly on priorities
- Successful technical delivery of project activities in countries and at global level

- GEF Integrated Program on value chains for textiles developed and key partners engaged
- UNEP textile work well represented at relevant workshops and events
- Quality monitoring and reporting of UNEP's Textile Flagship

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)

- Missions and costs of travel envisaged during first year of assignment: at least one mission to participate in regional/global event related to the thematic areas of the JPO, USD 2,000
- Missions and costs of travel envisaged during second year of assignment: at least two missions to participate in regional/global event related to the thematic areas of the JPO and in country mission related to a textile project: 2 missions, USD 5,000

Training and Learning Elements

Training

The JPO will have access to UNEP's training offer, provided both in the Paris office and online. In addition to the compulsory training modules, these include, but are not limited to, language training, programme management training, communication/ publication training. A focus will be to enable the JPO's participation in substantive training courses, for instance training UNEP is providing to country partners on the Product Environment Footprint for apparel and footwear, eco-innovation in textiles, or sustainable fashion communication. In recent years, UNEP has put emphasis on providing training to partners increasingly remote, which makes the life training courses easily accessible. The JPO will further receive an extensive on the job training on project management and coordination, and benefit from engagement with and participation in workshops provided by UNEP's strategic textile partners, both public and private sector. Whenever possible, the JPO will be given the opportunity to participate in national, regional and international events on the subject matter and beyond to get exposed to broader framework issues related to UNEP's value chain approach and work on circular economy, sustainable business practices, sustainable consumption and production, and chemicals management. Training needs will be discussed with the JPO and in addition to formal training, the supervisors will provide coaching and the JPO will get the opportunity to interact with other Divisions of UNEP.

Learning elements:

After one year the JPO is able to: have good knowledge of and network with UN agencies, industry initiatives and governments working on circular economy, sustainable consumption and production, and chemicals management in the textile sector; deliver presentations and communicate effectively on the subject matter; organize workshops/ event sessions; coordinate the work of various partner organizations and experts; contribute to the development of reports (including editing and guiding direction); contribute to the development of concept notes and project proposals; understand internal and external reporting requirements; understand the UN system and working in a multicultural environment.

After two years the JPO is able to: have a strong network and overview of organizations working on circular textiles and built expertise on the subject area; undertake projects and assignments that will contribute to the successful implementation of the programme of work, including project management and guiding of implementing partners in developing countries; develop project documents and project proposals in accordance with a Results Based Management approach, monitor progress in project implementation and take remedial actions, prepare financial and narrative reporting documents of projects.

Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in economics including environmental economics and natural resource economics; environmental science and engineering including chemistry or biological sciences; environmental policy; behavioral science and environmental management; political science; public administration. A first degree in combination with qualifying experience may be accepted in lieu of the advanced degree.

Working experience

A minimum of two years of work experience at the international level in economics, public policy, environmental management or sustainable development is required.

Language Requirements

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required.

Competencies

Professionalism –Shows pride in work and achievements, 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, and remains calm in stressful situations.

Teamwork – Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

Planning and 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 at Paris duty station.