

UNEP JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Programme Officer, Circular Economy of Plastics

Unit: Consumption and Production Unit, Resources and Markets Branch, Industry and Economy Division

Location: Paris (Consumption and Production Unit)

Duration: 2 years

Background information on UNEP 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. The unit is also responsible to coordinate and manage the One UNEP Plastics Initiative, which galvanizes UNEP's work on plastic pollution in a coherent, systemic and strategic way, to trigger a systems change to accelerate the transition towards a circular economy of plastics.

Why is the Junior Professional Officer requested/needed?

UNEA 5.2, UNEP Medium-Term Strategy (2022-2025), and the unprecedented attention on plastic pollution, have incubated the One UNEP Plastics Initiative to deliver the UNEP's ambition on plastics as a high-impact sector. Using a life cycle approach, this initiative will target countries, regions, sectors, and value chains which trigger the most impacts, to significantly contribute to the progress needed to achieve the objectives to reduce and end plastic pollution globally. The initiative aims to coordinate with all relevant UNEP teams, peer-agencies and partners to mobilise resources and scale up actions, so that sufficient momentum is generated to support work at national, regional, and global levels, to invest in just and safe circular systems, solutions, and technologies, informed by the latest scientific assessments. This initiative will need to inform and be informed by ongoing global processes including the intergovernmental negotiating committee on plastic pollution, which will provide an additional incentive for actions across the life cycle and to which it will contribute implementation experience.

The Junior Professional Officer will support the coordination of the One UNEP Plastics Initiative, to contribute to relevant UNEA resolutions and UNEP's Medium Term Strategy. The JPO will

facilitate the coordination between the lead of the One UNEP Plastics Initiative (Industry and Economy Division) and other UNEP Divisions and regional offices for internal cooperation, as well as support the enhancement of partnership with external agencies and partners. The Junior Professional Officer will also support the implementation of the initiative, in the areas of in-country projects and other activities to increase the impacts on the ground to reduce plastic pollution.

Supervision

The Junior Professional Officer shall report directly to Mr. Feng Wang, Programme officer, Consumption and Production Unit.

Content and methodology of the supervision

The incumbent will be guided in his/her work and supervised by the first appraising officer. Incumbent and supervisor will jointly define an annual work plan, including objectives, timelines, and success criteria. Regular feedback on the progress of activities is obtained by the supervisor through review of work in process. The Junior Professional Officer's performance appraisal will take place twice a year: a mid-term review and a final review in October and March respectively. This also entails the assessments of accomplishments, review of problems, discussions on job-satisfaction; discussion of development plan and learning objectives (see training and learning elements), guidance to be provided in development of the work plan and project implementation. The incumbent is expected to carry out the duties independently under general supervision and 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.

Upon joining the team, the JPO will be provided with a two-week in-person induction, which will introduce the JPO to UNEP (mandates, structure), its Medium-Term Strategy and Programme of Work, all divisions and regional office, and the Industry and Economy Division, and its branch and the unit. In the meantime, technical induction will be organized to explain the rationale, design and management of the One UNEP Plastics Initiative, including its vision, technical approach, governance, partnership, resource mobilisation and project implementation. Key references, documents, reports, PowerPoint slides and briefings will be shared with the JPO to strengthen the knowledge on the topic of plastics pollution and solutions. The induction will include bilateral meetings with the supervisor, team members and UNEP staff across the house working on plastics, structured provision of background and guidance documents, and attendance of relevant courses, weekly team meeting on plastics within the unit, and monthly coordination meeting within UNEP with all colleagues working on plastics.

First appraising officers: Mr. Feng Wang

Titles first appraising officers: Programme officer, Consumption and Production Unit, Resources and Markets Branch, Industry and Economy Division

Location first appraising officers: Paris

Second appraising officer: Ms. Elisa Tonda

Title second appraising officer: Chief, Resources and Markets Branch, Industry Economy Division

Location second appraising officer: Geneva

Duties, responsibilities and output expectations

Terms of reference

- 1) Support the overall coordination of One UNEP Plastics Initiative, including:
 - Establish collaboration across UNEP (all divisions), as well as work with regional and country offices, and facilitate joint delivery across different teams
 - Coordinate with other international agencies and stakeholders align vision and approaches
 - Cooperate with UN partners for the coordination and substantive support to UN country teams
 - Contribute elements of a fundraising strategy and liaise with donors
 - Assist with the overall management of the initiative, including monitoring of activities and project implementation and providing support to narrative and financial reporting.
- 2) Supporting implementation of the One UNEP Plastics Initiative, including:
 - Conduct desktop research and prepare quantitative environmental, social and economic analysis, related to baseline of plastic pollution and effectiveness of interventions
 - Contribute to the preparation of various written outputs such as draft background papers, case study compendia, analytical notes, sections of reports and studies and inputs to publications and produce final reports with the support of editing and layout services.
 - Participate in the organization and development of training workshops, seminars and capacity building activities on all above-mentioned areas
 - Contribute to the development of national, regional and global project proposals
 - Contribute to technical delivery of related project activities, coordinating expert contributions and country-level advisory services
 - Support the evaluation of selected projects
- 3) Leading outreach and communication activities
 - Organize outreach activities, stakeholder consultations and workshops related to the One UNEP Plastics Initiative
 - Produce communication materials to help promote UNEP's offer in abovementioned areas
 - Contribute to the written outputs related to web-based information sharing platforms and to the preparation of communication tools such as flyers, brochures, and power point presentations
 - Develop network with other partners
- 4) Perform any other relevant duties assigned.

Output expectations

- Fully acquainted with the One UNEP Plastics Initiative to support its implementation of projects and activities, also working with the private sector and other stakeholders.
- Provided assistance to facilitate the coordination of the One UNEP Plastics Initiative within UNEP

- Undertook projects and assignments that contribute to the successful implementation of the Programme of Work project and relevant UNEA resolutions
- Contributed to technical delivery of related project activities
- Contributed to the development of fundraising activities
- Successful outreach and communication activities to inform and connect stakeholders and build partnership network

Travel

- Missions and costs of travel envisaged during first year of assignment: 3 missions, USD 3,000
- Missions and costs of travel envisaged during second year of assignment: 5 missions, USD 5,000

Training and Learning Elements

Training

The JPO will have access to all compulsory and volunteer UNEP's trainings given in Paris office or online; among these but not limited to are language training, substantive (environmental) training courses. JPO will receive an extensive on the job training on project management and coordination with a range of implementing partners from industry and public sector. JPOs usually have an allowance for trainings, which they will be able to use to participate in courses and conferences of their interest. In addition, and whenever possible, the JPO will be given the opportunity to participate in national, regional and international events on the subject matter 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. Training needs will be discussed with the JPO and in addition to formal training, the supervisor 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: produce professional memoranda and short papers, give presentations on UNEP's work, contribute to the development of larger research papers and reports, contribute to the development of concept notes and project proposals; have good knowledge of UN agencies working on the value chain approach, resource efficiency, circular economy, sustainable consumption and production, and especially on the topic of plastic pollution; manage projects; coordinate the work of various partner organizations and experts; understand internal and external reporting requirements and support preparing such reporting; communicate effectively on the subject matter.

After two years the JPO is able to: develop project documents and project proposals, monitor progress in project implementation and take remedial actions, prepare financial and narrative reporting documents of projects, make presentations at small conferences and meetings; undertake projects and assignments that will contribute to the successful implementation of the programme of work; and be fully acquainted with the nexus of value chain approach, circular

economy, sustainable consumption and production, and especially on the topic of plastic pollution; and, the implementation of projects in developing countries, working with the private sector and intermediary partners in developing countries.

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, environmental policy, behavioral science and environmental management. 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 in economics, public policy, environmental management or sustainable development is required. Prior experience with governments and/or at the international level is advantageous.

Language Requirements

For this position, fluency in spoken English and excellent English writing skills are essential. Knowledge of another UN language is an advantage.

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.

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.

Communication: Excellent communication skills, written and spoken as well as ability to draft/edit a variety of written reports in English; ability to ask questions to clarify, exhibiting interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.

Living conditions at duty station

Standard living conditions in Europe (Paris, France).