

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Programme Management Officer

Office/division/MEA: Ecosystems Division

Unit: Climate Finance Unit (CFU)

Location: Nairobi, Kenya

Duration: Minimum 2 years

Background information on UN Environment Programme 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.

UNEP's Ecosystems Division supports countries in conserving, restoring and sustainably managing their terrestrial, freshwater and marine ecosystems, the biodiversity they contain and the products and services they provide for human well-being and prosperity. It addresses the environmental causes and consequences of disasters and conflicts. It helps countries reduce pollution from land-based activities, increase resilience to climate change and reflect linkages between poverty and the environment in their development planning.

Located within the Ecosystem Division, the Nature for Climate Branch deals with two of the three key thematic areas in UNEP's new Mid-term Strategy – Nature and Climate Change. The Branch has 3 different units, including the Climate Change Adaptation Unit, the Climate Mitigation Unit and the Climate Finance Unit. In addition, the Branch leads the UN Decade on Ecosystem Restoration.

The Climate Finance Unit (CFU) manages a range of projects aimed at proactively catalyzing public and private finance to nature- and climate- positive land, mostly related to shifting the way food and non-food commodities are being produced and finance, as well as catalyzing investment in sustainable forest management and restoration of degraded land. The Unit does this through a 3-tiered approach consisting first of all of creating 'proof-of-concept' how to catalyse private investment towards sustainable land use through initiatives such as the AGRI3 Fund, &Green Fund, and the Restoration Seed Capital Facility. Second, it aims to create scale by seeking more finance institutions, consumer goods companies, traders and agribusinesses to commit to changing business practices. The GEF Green Finance for Sustainable Landscapes and the Innovative Finance for the Amazon, Chaco and Cerrado are examples of projects in this area. And third, it aims to ultimately make sustainable land use the 'norm'. Reform of forest and especially agricultural fiscal reform will be key to making that happen, as well as tracking investment into nature through the State of Finance for Nature work.

Why is the Junior Professional Officer requested/needed?

With increased internal and external interests in using blended instruments in climate finance, a Junior Professional Officer who is committed to fighting climate change will help UNEP's Climate Finance Unit in expanding its portfolio of projects for greater impacts by engaging with a broader range of partners and stakeholders. At the same time, the Junior Professional Officer will also help sharpening CFU's strategy in order to deliver more effectively and efficiently. Increased capacity of the CFU team will also help strengthening the collaboration between CFU and other teams in UNEP for cross-cutting topics and emerging issues.

Supervision

Under the overall supervision of Mr. Ivo Mulder, Head of the Climate Finance Unit of the Ecosystem Division, the Junior Professional Officer shall report directly to Ms. Zhengzheng Qu, Programme Management in the Climate Finance Unit.

Content and methodology of the supervision

The Junior Professional Officer will work across different teams of the unit on various projects and engage collaboration with a range of internal and external partners and stakeholders. 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.

General objectives, desired results and anticipated problems are discussed beforehand with the Junior Professional Officer. Regular feedback on the progress of activities is obtained by the supervisor through review of work in process. The Junior Professional Officer 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: Ms. Zhengzheng Qu

Title first appraising officer: Programme Management Officer

Unit first appraising officer: Climate Finance Unit

Location first appraising officer: Nairobi

Second appraising officer: Mr. Ivo Mulder

Title second appraising officer: Head of Unit

Unit second appraising officer: Climate Finance Unit

Location second appraising officer: Geneva

Duties, responsibilities and output expectations

Terms of reference

Under the overall guidance of the Head of the Climate Finance Unit and the day-to-day supervision of the CFU programme management office, the Junior Professional Officer will be expected to engagement with colleagues across UNEP divisions and branches as well as external partners on a variety of matters. The incumbent will be engaged in both technical and strategic matters, including project programming and development, performance-based management and reporting. He/she will also be gaining working experiences and knowledge in a range of topics related to climate change, global environmental agendas and inter-governmental processes.

The Junior Professional Officer, in consultation with relevant reporting officers, will be responsible for:

- 1) **Supporting the team in project programming and development**, including participating in project origination process, conducting initial feasibility assessment and market research, acting as a focal point for coordinating internal and external inputs, interacting with internal project assessment process, engaging with project partners and donors, assisting in the development of project budget and implementation plans, as well as supporting the setting up and operationalization of projects, once approved.
- 2) **Supporting the implementation of CFU's strategy and overall project management at the portfolio level**, this includes working closely with project specialists across the unit and within UNEP in ensuring timely delivery of agreed outputs, contributing to monitoring and reviewing the work programme from a substantive perspective by conducting regular and special reviews to assess progress of work against programme plan, providing coordination for various reporting requirements, (e.g. internal progress report and external impact report to donors). Work with partners and stakeholders, providing technical and administrative support to the development, implementation, and monitoring of key products and activities of the programme.
- 3) **Assisting CFU's outreach activities** by supporting the delivery of CFU's outreach and knowledge management strategy aimed at catalysing greater impacts. This includes providing organizational and content support to knowledge exchange events, undertaking survey initiatives, analyzing and interpreting responses to identify problems/issues and prepares conclusions, conducting training workshops and webinars with a wide range of audience, making presentations on assigned topics/activities.
- 4) **Contributing to the advocacy and communication of CFU's work**, including providing inputs to communication materials in technical nature to help promote the CFU's work. This entails preparing various written outputs, conducting background research on relevant issues, providing analysis and inputs to sections of reports and studies, developing knowledge products (briefing notes, analytical papers, web stories, newsletters, and videos).

Output expectations

- 1) Contribute to the preparation and drafting of 1-2 project documents related to climate finance;
- 2) Deliver 2-3 progress and impact reporting at the portfolio level, also have the opportunity to provide proactive project management support to 1-2 projects both at the operational level and substantive level;
- 3) Support in organize 2-3 outreach activities (both regional and as global);
- 4) Provide inputs to 2-3 knowledge products and communication materials (e.g. reports, success deal stories, newsletters, webinars).

Travel

Travel related to projects and studies that the JPO will be involved in, will be covered by the Climate Finance Unit.

Missions and costs of travel envisaged during first year of assignment

- Visit to UNEP Geneva Office USD 3,000
- Visit to supporting countries USD 5,000

Missions and costs of travel envisaged during second year of assignment

- Visit to UNEP Geneva Office USD 3,000
- Global or regional outreach events USD 1,000

Training and Learning Elements

Training

Junior Professional Officer should be able to choose a variety of training courses provided by the UN Office in Nairobi. Among others, the following courses are advised:

- UN official language courses (choice of 6 UN official language)
- Presentation skills
- Project management skills
- Facilitation skills
- UN Institute for Training and Research Webinar on Climate Change or any other interested subject matters

Learning elements:

After one year the Junior Professional Officer is able to: understand the overall landscape of climate finance and how private sector can play a role; gain better knowledge of challenges and opportunities of blended finance in climate projects; contribute to project progress reporting and project management activities, understand UN rules and

regulations and how UN system functions; provide inputs and edits support to newsletters, knowledge products and reports.

After two years the Junior Professional Officer is able to: develop project proposals with inputs from internal and external partners; prepare project documents according to UN standards; communicate with external stakeholders on matters related to blended finance, strategic thinking around projects strategy, climate finance and private sector engagement, manage projects implementation from both substantive side and financial and operational side; monitor progress in solving problems; and formulate remedial action proposals.

Qualifications and experience

Qualifications

1. Master's degree in a field related to economics, climate change, sustainable finance, public policy, environmental studies, or in a related field in which the post is assigned, or equivalent experience.

Skills

1. 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, tailored language, tone, style and format to match audience, demonstrates openness in sharing information and keeping people informed.
2. Ability to establish and maintain effective working relations within multicultural working environment.
3. English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required. Working knowledge of other UN languages is an asset.

Working experience

1. At least 4 years at the national level, or 2 years at the international level in public policy, economic policy, sustainable development and implementation of environmental related programmes, projects and activities is required. Prior experience at the international level is advantageous.

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 conduct data collection using various methods. 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 – 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.

Client Orientation – Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Living conditions at duty station

Nairobi: Class B duty station.

Nairobi enjoys normal living conditions for a developing country in Africa. Nairobi is a modern metropolitan city where most basic goods and services, health facilities, public transport, telecommunication and banking services and educational facilities are readily available. The city is widely connected through its main airport, Jomo Kenyatta International Airport and the smaller Wilson Airport. Air transport is also available to many up-country destinations. The city is home to some 3,000 UN personnel mainly attributed to the fact that it serves as the headquarters for both the UN HABITAT and UNEP. The socio-economic and cultural background of the immediate society the UNV would be living and working in is diverse and prevailing security conditions at the place of assignment is modest. The topographic and climatic features of the assignment location is highland cool and warm tropical climate. More comprehensive security advice and support is provided upon arrival.