

## **UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

Post Title: Communications and Knowledge Management Officer – JPO P2

Office/division/MEA: Nairobi/Ecosystems Division/UNEP

Unit: Across units in the Biodiversity and Land Branch

Location: UNEP Headquarters in Nairobi

Duration: 3 years, with the possibility of a fourth year funded by UNEP.

### **Background information on UN Environment 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. 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. UNEP's Ecosystems Division engages with governments and other partners to develop and promote ecosystem-based solutions for sustainable development. This assignment is based across the units in the Biodiversity and Land Branch, Ecosystems Division; focus will mainly be with the Biodiversity, People and Landscapes Unit and the GEF Biodiversity & Land Degradation Unit.

The Biodiversity and Land Branch assists countries in conserving and sustainably managing landscapes of high biodiversity value and promotes environmentally, economically, and socially integrated land-use options for wildlife and people to thrive together. The Branch leverages the convening power and thought leadership of the United Nations and catalyzes action at all levels with key relevant stakeholders for the benefit of wildlife and people. Activities and strategies are designed to address the multiple threats to wildlife and their habitats and the livelihoods of people who live with wildlife.

The Junior Professional Officer (JPO) will be an integral part of the Branch and will provide support to pre-existing projects in the areas of communications and knowledge management. The JPO will contribute to institutional public communication efforts through good research, analysis of assigned topics and timely preparation and distribution of communication products to target audiences, both internally and externally. The JPO might also be required to effectively organize media events, conferences, etc. whilst consistently applying appropriate policies, guidelines and procedures. The selected candidate will be expected to liaise and interact with colleagues and concerned parties internally and externally, to facilitate knowledge management within specific projects.

### **Why is the Junior Professional Officer requested/needed?**

The Biodiversity and Land Branch has a number of large-scale projects and programs under its portfolio requiring support in the areas of communications and knowledge management. Examples include but are not limited to, an extensive GEF biodiversity and land degradation portfolio, Congo Basin Impact Program, Natural Capital and Economics

of Nature, Sustainable Food System Transformations and others. With the adoption of the Kunming-Montreal Global Biodiversity Framework at the CBD COP15, effective communication and coordination of knowledge management efforts of UNEP led projects are critical for successful implementation of the Program of Work for Nature. The Branch currently does not have a dedicated member of staff who can coordinate knowledge management and communication efforts for projects within and across the branch. The Branch would benefit greatly from assistance in preparing materials for media events, conferences and meetings, and to ensure effective knowledge management across and within the projects to inform programmatic approaches and impacts. The additional capacity provided by a JPO will be instrumental in the successful delivery of the projects and meeting the objectives of the Mid-Term Strategy and POW.

The JPO would be required for at least two years, ideally three, in which case the Biodiversity and Land Branch would seek to mobilize resources to secure a fourth year.

The Branch offers excellent opportunities for learning, and skills development and exposure in a dynamic team that focuses on delivering results and finding feasible solutions to some of the most complex challenges facing biodiversity, including addressing root causes of loss, holistic land management planning, and security equitable sharing of benefits and the livelihoods of the people who are the stewards of biodiversity.

### **Supervision**

The JPO will be directly supervised by the head of the Biodiversity and Land Branch, Doreen Robinson. The Deputy Director of the Division, Bruno Pozzi will be the second reporting officer. Both have a wealth of experience in supervising junior staff and are highly rated by their supervisees.

### **Content and methodology of the supervision**

The JPO will be fully briefed on the portfolio of the Biodiversity and Land Branch, the MTS and POW and given guided access to important programme and substantive documents to read. Annual work plans will be developed in accordance with the Branch's programmatic needs as well as the JPO's strengths and interests. The Branch meets on a monthly basis, with regular meetings occurring within each of the units. In addition to regular appraisal meetings as required by the UN appraisal system, day to day supervision will be provided through regular meetings and interactions, review of deliverables and constructive feedback. While the JPO will be expected to take responsibility on delivering on commitments, the supervisory team has an open-door policy for any support needed, be it of a technical, substantive or personal nature. The JPO would also be part of a division-wide communications & advocacy team that works across all branches.

### **Duties, responsibilities and output expectations**

Terms of reference

- In collaboration with the Units, develops, and implements a knowledge management strategy for the Branch;
- Develops and coordinates standards and checklists for the Branch's knowledge management products;

- Works closely with the Units to implement, refine and maintain consistent data and knowledge capture methods for systematic collection of information and knowledge from all relevant staff and projects.
- Develops methods and tools and supervises implementation of these tools to capture, refine, and share lessons learned from projects.
- Track, research, and analyze information on assigned topics/issues; gathers information from diverse sources and helps to assess news value and other potential impact, as well as to evaluate the effectiveness of advocacy approaches.
- Drafts/compiles a specific type or types (e.g. print, broadcast, etc.), of information communications products for target audiences, to include press releases, media packets and reports, brochures, briefings, video clips, newsletters, websites, etc. in coordination with the Communications Division.
- Organizes the clearance, production and distribution of information material; conducts photo and graphic research.
- Prepares, on the basis of official UNEP documentation and other sources, initial drafts of articles for inclusion on the UNEP website or project specific websites, UNEP newsletters, periodicals, reports and books.
- In consultation with others, identifies and proposes information opportunities, activities and approaches, taking into account the situation/topic and target audience.
- Identifies key contacts/constituencies and opportunities for strategic partnerships to facilitate communication efforts and maintains working relationships with the same.
- Organizes or participates in the organization of conferences, seminar, press briefings, interviews, etc.; prepares briefing materials for senior officials prior to their participation in such events.
- Responds to a variety of inquiries and information requests internally and externally; prepares related correspondence.
- Performs other duties as assigned

#### Output expectations

- Deliver well-researched and thoroughly written outputs on sustainable conservation, restoration and use of ecosystems, food systems transformations and other areas to meet multiple development challenges
- Effectively, and in a timely manner, liaise and interact with colleagues and concerned parties internally and externally
- Contribute to the successful communications and knowledge management of existing projects to improve programmatic impact. Deliver high-quality outreach and communication materials that reconcile issues of biodiversity conservation and sustainable development
- Improve communication, coordination and collaboration with units across the Branch and with partners outside the organisation
- Enhance information sharing and knowledge management through communications products, and dissemination of lessons learned from projects

#### Travel

The Biodiversity and Land Branch's projects often require international travel to project sites and meetings. The JPO will be expected to participate in several such missions, and funding for the JPOs travel is already secured under existing projects.

## **Training and Learning Elements**

### **Training**

The successful candidate will be exposed to the international environmental governance policymaking arena and will gain experience in the design and implementation of complex, multi-stakeholder programmes in a range of regions and countries.

In addition to induction training and a variety of mandatory and optional professional training modules provided by the United Nations – both online and in person – ample opportunities for on-the-job training, mentoring and learning by doing will be provided. Opportunities to participate in external meetings, workshops and webinars will also be provided. In addition, the JPO will be supported in identifying and undertaking more formal training courses to expand on relevant technical and management skills. The Branch has partnerships with a number of international universities and international organizations that offer both formal and informal training opportunities. These include the Universities of Bergen, Colorado State, Lisbon, Queensland and Wageningen, as well the IUCN World Commission on Protected Areas and African Elephant and Primate Specialist Groups.

Language training in UN languages and Swahili is available at the UN complex.

### **Learning elements:**

After one year the Junior Professional Officer is able to:

- work effectively with colleagues and partners in diverse, multi-cultural teams;
- interact appropriately with officers and technical staff in relevant UN Secretariat units, UN funds, programs and other UN specialized agencies, representatives and officials in national governments, international organizations and consultants.
- deliver well-written and well-researched communications materials;

After two years the Junior Professional Officer is able to:

- plan and organize communication materials or campaigns for international meetings and workshops;

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

- deliver high quality outreach and awareness materials

## ***Qualifications and experience***

### ***Qualifications:***

Advanced university degree (Master's degree or equivalent) in communication, journalism, international relations, international development, environmental studies, or related field. A first-level university degree in combination with four additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Skills**

Computer literacy in the use of standard office software is required. Skills in analyzing quantitative and qualitative data, and database management. Skills in photo/video

editing and use of Adobe, Canva, MailChimp, or other communication production software highly desirable.

#### *Working experience*

At least 4 years of experience at the national level, or 2 years at the international level in communications, public information, journalism, international relations or related area required. Knowledge of and experience communicating biodiversity related messages highly desirable.

#### *Languages*

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

#### *Competencies*

##### **Core Values**

- Integrity
- Professionalism
- Respect for diversity

##### **Core competencies**

- **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.
- **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 audience; demonstrates openness in sharing information and keeping people informed.
- **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.

#### *Living conditions at duty station*

The normal living conditions of a developing country in Africa can be expected in Nairobi.