

UN ENVIRONMENT PROGRAMME JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Expert (Youth & Education)

Unit: Youth, Education and Advocacy Unit

Location: Nairobi

Duration: 3 years

Background information on the UN Environment Programme and the requesting Unit

The UN Environment Programme is mandated to support developing countries with environmental education commitment (UNEA 2) and to deliver on SDG 4.7 which obliges the UN to support the delivery of sustainable development awareness and new behaviors with young people. The Youth, Education and Advocacy Unit leads on this agenda for the organisation and has a bold new programme of work that was recently approved that it will taking forward with a new and talented young team. Being a “junior professional”, given their knowledge of education and youth engagement will also be a huge asset to bring in to the organization.

The JPO will get wide exposure and leadership opportunities in this arena within the UN bodies, other intergovernmental and non-governmental entities, donors, implementing partners and stakeholders in general, and will be able to practice and enrich his/her skills and acquire familiarity with the international organisations’ practices and approach at the beginning of their career. As outlined in the Job Description below, this role will further design and develop UNEP engagement.

Why is the Junior Professional Officer requested/needed?

As outlined above, this role is critical in the Youth Education and Advocacy Unit Project delivery and in the implementation of UNEP Youth strategy. This role will support UNEP in stronger youth engagement as per the new UNEP delivery model to create the building blocks for a stronger “One UNEP” youth offer. The role is desired for 3 years.

Supervision

The JPO would be line managed by the Chief of the Youth, Education & Advocacy Unit.

Content and methodology of the supervision

This includes the following standard procedures:

- Related project: Environmental Education and Youth (319.1)
- Work programme: Youth, Education and Advocacy
- Performance Evaluation: To be completed by first reporting officer with a mid-term check in.
- Review of problems: First reporting officer
- General objectives, desired results and anticipated problems are discussed beforehand with the incumbent.
- Regular feedback on the progress of activities is 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: Mr Sam Barratt
Title first appraising officer: Chief of Unit
Unit first appraising officer: Youth, Education and Advocacy Unit
Location first appraising officer: Nairobi

Second appraising officer Mr Bruno Pozzi
Title second appraising officer: Deputy Director
Unit second appraising officer: Ecosystems Division
Location second appraising officer: Nairobi

Duties, responsibilities and output expectations

The JPO will add substantive value to the work of the UN Environment Programme's Youth, Education and Advocacy Unit by expanding the reach and impact of the Unit with a specific leadership role in the team. They will be expected to play a critical leadership role in youth engagement. This individual will support initiatives ranging from:

- Youth project development: Supporting the development of new projects and initiatives in this area, together with UNEP regional offices and Divisions.
- Capacity building in youth engagement: Support internal capacity building of UNEP in meaningful youth engagement working together with key divisions.
- Global advocacy: Work with the team to define our global advocacy agenda and policy asks that would seek to influence governments across the world to integrate environmental education into the curricula and support meaningful youth engagement. This will include areas such as UNEA, the concept of Future Commissioners, Transforming Education (2022) & Summit for the Future (2023), amongst other key events.

The JPO will gain knowledge and experience across the full spectrum of the UN Environment Programme's agenda and will play a critical leadership role in driving and shaping an agenda in this space with high level partners in the UN, the education system and youth networks.

Output expectations

- 1) **Youth Coordination:** Leading the UNEP Youth working group and critical workstreams on behalf of the wider organization.
- 2) **Youth and Education Strategy:** Delivering the UNEP Youth Strategy together with Divisions and Regional Offices Non-formal education strategy.
- 3) **Project Document delivery:** To deliver on the project document targets which includes creating new partnerships with youth-oriented partners, delivering on advocacy and outreach programmes and collaborating with other parts of the UN family working in this sector.
- 4) **Convene meetings:** Support the convening of at least one significant meeting per year on the non-formal education theme.
- 5) **Initiative:** In addition to the above, one key output is to be taking initiative and approaching the role with an entrepreneurial mindset to act on opportunities which are above and beyond what is described in this formal document.

Travel

While travel is very hard to predict, it is possible to envisage at least one mission during each of the years around the project work.

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

- 1 travel assignment to meet with key partners around youth / advocacy outreach at a cost of approximately \$2,500.

Missions and costs of travel envisaged during second year of assignment

- 1 travel assignment to meet with key partners around youth / advocacy outreach at a cost of approximately \$2,500.

Missions and costs of travel envisaged during third year of assignment (if applicable)

- 1 travel assignment to meet with key partners around youth / advocacy outreach at a cost of approximately \$2,500.

Training and Learning Elements

The following support would be offered including:

- Induction: A one-week induction where they would meet with key partners and leaders in this field so they could understand and consider the nature and scope of the role.
- Weekly check-ins: With the line-manager participate in weekly checks in arounds their workstream and tasking.
- Team meetings: Be a key player in the weekly team meetings and monthly evaluation meetings where we will take stock of the programme and assess whether the key projects are on / off track.
- Development plan: A commitment to a learning and development plan which new exposure opportunities could be sought and secured for the individual. This would be a key component of their work at the UN Environment Programme and specific learning objectives would be built into their work plan.

Training:

In addition to the experiential learning – which is the most valuable training that we can offer - the following training will be offered:

- 1) Advocacy and theory of change: Support in designing strategies that influence change.
- 2) Proposal writing: Drafting proposals and improving them through iterations of feedback from the line management.
- 3) Facilitation training: Support in hosting and leading meetings with key partners.
- 4) Training specific to the role: The Chief would offer 1-2-1 mentoring around leadership, strategy development and an open channel for feedback and discussion around growth and development.
- 5) Training available from the UN Environment Programme: Language training: The opportunity to participate in language courses is made available from the UN in Nairobi.

Learning:

After one year, the Junior Professional Officer will be able to:

- Understand the nature of the work and how to deliver a programme within the UN Environment Programme
- Be working in partnership with other parts of the UN Environment Programme in the design and conception of new workstreams.
- Able to draft proposals and report on the activities they have been overseeing.
- Be able to present the work to key stakeholders engaged in this workstream.

After two years:

- Be able to show entrepreneurial leadership by spotting opportunities and building new relationships.
- Be able to work with other parts of the UN systems on joint collaborations around this area of work.

- Be seen as a leader and critical component of the team.

After three years:

- As above.

Qualifications:

The core criteria are:

A graduate qualification ideally in the field of Political Science, Media or Education, a Post Graduate degree is desirable (in similar fields as outlined above) but not essential.

Track record of results: A strong background in high impact advocacy / influencing work in the field of youth engagement / communications with a deep passion for the work.

Writing and communication capabilities: Strong communications skills, with English a strong language and others considered.

Working experience:

3 years experience at the national or international level working either in the field of education, youth engagement, or advocacy. A track record of delivering projects is advantageous.

Competencies:

Competencies and Values:

- **Professionalism:** Demonstrated understanding of operations relevant to the United Nations Environment Programme; technical capabilities or knowledge relevant or transferrable to the United Nations Environment Programme procedures and rules; discretion, political sensitivity, and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially, responsive and client-oriented;
- **Teamwork & respect for diversity:** Ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of UN operations; ability to achieve common goals and provide guidance or training to colleagues.
- **Commitment to continuous learning:** Demonstrate initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- **Communication:** Proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national

staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups.

Living Conditions at Duty Station:

The UN classifies Nairobi as class B duty station, entitling UN staff to bi-annual home leave. Nairobi enjoys good living conditions for a developing country in Africa and would offer a lot of opportunities to collaborate with a diverse and dynamic group of individuals, both within and outside of the UN work environment. Comprehensive security advice and support is provided upon arrival.