

## UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

### **General Information**

Post Title: Programme Associate

Office/division/MEA: Ecosystems Division, Disasters and Conflicts Branch

Unit : DRR Unit

Location: Geneva

Duration: 2 years

### **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.

UNEP's Ecosystems Division works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries including those in crisis-affected situations. This post is located in Disaster Risk Reduction Unit of the Disasters and Conflicts Branch based at the Geneva duty station.

Working within Sendai Framework for Disaster Risk Reduction (2015-2030), UNEP seeks to integrate environmental considerations in climate and disaster risk reduction and resilience efforts and implement integrated environmental management and disaster risk reduction solutions, including Nature-based Solutions for enhancing climate adaptation and disaster resilience. UNEP works to mainstream and scale up climate and environmental actions as part of a multi-hazard, integrated risk management approach to reducing disaster and climate risks. This includes addressing both climate and non-climatic drivers of risk and reducing underlying vulnerabilities to disasters and climate change. While the focus of UNEP's work is on disaster prevention, it is also evolving its risk management approach to include mainstreaming of climate and environmental sustainability in disaster preparedness for enhancing resilience in humanitarian response and early recovery. Presently, UNEP is undertaking country level activities promoting Eco-DRR and NbS in the following countries: India, Indonesia, Uganda, Ethiopia, Haiti, Jamaica, Belize, Grenada, and Trinidad and Tobago.

UNEP is also working to reduce environmental and pollution risks associated with extractives and industrial-related activities. In this context, UNEP works to strengthen Government institutional capacities for improved environmental governance and management in the extractives sector, particularly in the oil and gas sector, while enabling countries to support their climate commitments and work towards a sustainable and just energy transition. Under this workstream, UNEP is currently undertaking country level activities in: Ghana, Uganda, Mozambique, Somalia, Iraq, Lebanon, Colombia and at the regional level with the Nairobi Convention.

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

The JPO is requested to support the Disaster Risk Reduction Unit in implementation and coordination of its projects and engage in the normative policy engagements of UNEP, particularly in the context of the Sendai Framework for Disaster Risk Reduction and its linkages to other global agendas, including the UNFCCC climate commitments, Kunming-Montreal Global Biodiversity Framework, Ramsar Convention on Wetlands, UNCCD, among others.

The candidate would play a key role in supporting project management and implementation, including liaising with project partners, monitoring, documentation of lessons learnt, and donor reporting. In addition, the candidate will have the opportunity to co-develop new collaborations and co-design new project proposals with a focus on Nature-based Solutions and Resilience. The JPO would liaise and coordinate with project partners as well as relevant UNEP regional offices and technical divisions and branches to align project aims with wider organisational policy level objectives.

The JPO would also manage, with the help of an intern, the Secretariat for the Partnership for Environment and Disaster Risk Reduction (PEDRR.org), a global alliance of UN agencies, international organizations and specialist institutes that collectively work to influence policy, enhance and scale-up implementation of Nature-based Solutions and Ecosystem-based approaches to Disaster Risk Reduction (Eco-DRR). The JPO will support in developing policy briefs and convene science-policy discussions, in collaboration with PEDRR partners. UNEP is a founding member of PEDRR and manages its Secretariat.

### **Supervision**

Direct supervisor: Marisol Soledad Estrella  
DRR Programme Manager  
Disasters and Conflicts Branch, Ecosystems Division  
E-mail: [marisol.estrella@un.org](mailto:marisol.estrella@un.org)

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

The requested JPO will be an important part of the DRR Unit within the Disasters and Conflicts Branch and would support the supervisor and other team members from the Unit in project implementation and coordination.

The standard UN e-PAS system will be applied for goals and performance indicator setting and appraisal. An orientation period of up to 6 weeks will be carried out to make the JPO familiar with the UN, UNEP and the Branch and Unit's work. A work plan for the JPO will be developed in consultative manner and which will be informed by the unit's workplan and the relevant project outcomes to ensure maximum learning and benefits for the JPO while advancing Unit's goals and impact. The supervisor will discuss and develop together with the JPO professional development objectives and clarify what skills and competencies the JPO wishes to develop and further strengthen, and build these professional development objectives as part of the JPO's overall workplans. DRR Unit Team meetings are held weekly to check on progress against individual workplans, and bi-monthly meetings are scheduled

with individual team members, including the JPO, to assess progress against the JPO's professional development objectives.

Adequate project responsibilities will be delegated to the JPO to enhance confidence and learning by doing and guidance will be provided on the technical aspects of the work. Regular meetings will be held with the JPO to review work progress, to mentor and obtain feedback on difficulties encountered and job-satisfaction.

First appraising officer: Ms. Marisol Soledad Estrella

Title first appraising officer: Program Manager

Unit first appraising officer: DRR Unit

Location first appraising officer: Geneva

Second appraising officer: Ms. Cecilia Aipira

Title second appraising officer: Director

Unit second appraising officer: Disasters and Conflicts Branch

Location second appraising officer: Nairobi

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

### **Terms of reference**

#### **1. Project coordination, implementation, reporting and dissemination**

- a. Support planning, coordinating and delivery of trainings and workshops related to Nature based Solutions for enhancing disaster and climate resilience
- b. Support planning, coordination and delivery of institutional capacity needs assessment and mapping opportunities in project countries for strengthening environmental governance and management to build climate/disaster resilience through Nature-based solutions and to reduce environmental / pollution risks; working with GRID Geneva /University of Geneva, implement UNEP's Risk and Opportunity Mapping Tool and strengthen institutional capacities in countries to apply digital technologies for enhanced environmental and risk data analyses for making policy and investment decisions
- c. Undertake project monitoring, including at the country level where field projects are being implemented
- d. Ensure project data management is updated on a regular and systematic basis, including project deliverables from partners
- e. Prepare and support project reporting to internal UNEP reporting systems and to donors
- f. Develop communication packages for wider dissemination of UNEP's country level projects and technical assistance work which can be used to inform UNEP's global policy and normative engagements and influence global DRR and climate agendas

#### **2. Advancing and strengthening UNEP's global policy /normative engagements on DRR/Nature-based Solutions**

- a. Manage the day-to-day operations of the PEDRR Secretariat, which includes development of a weekly newsletter on NBS / Eco-DRR, social media outreach and PEDRR partners' meeting preparations
- b. Work with PEDRR and other network partners (Friends of Ecosystem-based Adaptation, Mainstreaming Environment in Humanitarian Action Network or EHAN, Global Adaptation Network etc) in upscaling capacity-building packages on technical guidance related to Eco-DRR, including for the private sector, humanitarian sector, and biodiversity/conservation sector (e.g. wetland managers)
- c. Work with PEDRR and other network partners to convene an International Science Policy Conference on Nature-based Solutions for Resilience, bringing together scientists, researchers, practitioners and policymakers
- d. Support in development of policy briefs and technical / discussion papers to facilitate UNEP and PEDRR advocacy engagements in various global fora, including the Mid-Term Review of the Sendai Framework, UNFCCC processes on the Global Goal on Adaptation and Loss and Damages, follow up to the new global biodiversity framework and other related Multi-national Environmental Agreements (UNCCD, Ramsar, etc)
- e. Convene stakeholder dialogues and other global outreach events, focusing on the Mid-Term Review of the Sendai Framework, follow up to the new global biodiversity framework, Global Goal on Adaptation, Averting/Minimizing/Addressing Loss and Damages, among others

### **3. Support in developing and expanding partnerships on Nature-based solutions and mainstreaming climate and environmental actions in humanitarian programmes**

- a. Contribute to the evidence base on the importance of addressing climate and environmental considerations in humanitarian programmes, especially in fragile and crisis-affected country contexts, through literature reviews and discussion papers
- b. Collate key policy and guidance documents on mainstreaming climate and environment in humanitarian programmes
- c. Undertake mapping of key stakeholders and partners engaged in mainstreaming climate and environment in humanitarian programmes
- d. Collate existing training materials and implementation/operational guidance on the topic
- e. Convene stakeholders/partners in series of dialogues to identify gaps, challenges and opportunities for collaboration, specifically in the context of engaging in the Loss and Damages agenda
- f. Support in preparing new concepts / project proposals to establish collaborative initiative and partnerships

### **Output expectations**

- Trainings and workshops on NbS/Eco-DRR at national/regional/ global levels facilitated and delivered

- Capacity Needs Assessments and Opportunity Mapping undertaken in select project countries to identify areas for ecosystem restoration and/or ecosystem protection which yield maximum benefits for enhancing disaster and climate resilience, and to inform policy and investment decisions
- Project monitoring and reporting completed in a timely basis
- Communication packages developed for wider outreach and dissemination
- PEDRR weekly newsletter distribution and social media visibility are further expanded
- PEDRR International Science-Policy Conference is convened to develop a PEDRR network action agenda for scaling up implementation and mainstreaming Eco-DRR/ NbS for Resilience in countries, especially
- Policy briefs and technical discussions papers developed to inform UNEP's and PEDRR's policy engagements
- Side events and other global outreach events are organized together with PEDRR and other network partners for policy advocacy
- New partnerships and collaborative initiatives are developed on promoting NbS and mainstreaming climate and environmental action in humanitarian programmes

### **Travel**

The JPO is expected to travel to partner countries where the DRR projects are being implemented; this will range from 2-4 work missions per year. The JPO may also be expected to support DRR related international conferences to support UNEP and PEDRR organized global events, including for instance at the UN High Level Panel meeting on the Mid-Term Review of the Sendai Framework in May 2023, Regional Platforms on DRR, and G20 India Presidency engagements on DRR, among others.

### **Training and Learning Elements**

#### Training

- Project design and development, including Theory of Change and Results-based Framework
- Training on Nature-based Solutions for disaster and climate resilience
- Environmental Emergencies Training, including tools for preparing for environmental emergencies
- Training on training facilitation
- Additional language training on any of the UN official languages, in particular French or Spanish, will be strongly encouraged and incorporated as part of the JPO's workplan

#### Learning elements:

After one year the Junior Professional Officer is able to:

- Monitor project progress in countries; conduct in country missions
- Gain knowledge of the UN system, contacts in and outside the UN system, and understanding the multicultural work-environment

- Coordinate partnerships (PEDRR)
- Undertake policy engagement and advocacy; develop policy briefs and briefing notes for UNEP senior management
- Improve editing/writing/reporting skills.
- Improve planning and organizing skills
- Improve training and workshop facilitation skills
- Improve presentation skills
- Mentor and supervise interns

After two years the Junior Professional Officer is able to:

- Convene multi-stakeholder and partners dialogues
- Co-develop and co-design new collaborative initiatives and new project proposals for submission to prospective donors, which demonstrate Nature-based solutions for enhancing disaster and climate resilience; develop project documents
- Gain technical knowledge and expertise of Nature-based Solutions for disaster and climate resilience
- Improve communication skills and presenting to a wide range of target audiences
- Improve project management skills
- Oversee work/deliverables of external consultants and implementing partners

### ***Qualifications and experience***

#### *Education:*

Advanced university degree (Master's degree or equivalent) in environment, disaster risk reduction, climate change, sustainable development, international relations, or related fields.

#### *Work Experience:*

A minimum of two years of experience at the national, regional or the international levels in environment, climate or disaster related programmes or projects is required.

#### *Skills:*

- *Strong communication skills including experience presenting to different audiences, as well as developing different written media including event flyers, brochures, and analytical/technical papers*
- *Ability to work in a multi-cultural and diverse team.*

#### *Languages:*

For the position advertised, fluency in English (oral and written) is essential. Working knowledge of other UN languages is an asset.

### ***Competencies***

**PROFESSIONALISM:** 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

**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 the audience; Demonstrates openness in sharing information and keeping people informed

**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.

### ***Living conditions at duty station***

Geneva is classified as an H category duty station and serves as one of the four main UN headquarters.