UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Expert, Green Digital Transformation
Office: Chief Digital Office
Unit: Chief Digital Office
Location: Nairobi, Kenya
Duration: 2 years with the possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

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 (UN) system and serves as an authoritative advocate for the global environment.

In February 2021, the UN Environmental Assembly approved a new Medium-Term Strategy for UNEP covering the period 2022-2025. The strategy commits UNEP to tackle the triple planetary crises faced by humanity: climate change, loss of biodiversity and toxic pollution. Within the strategy, a Digital Transformation cross-cutting enabling programme was also adopted to accelerate and scale environmental sustainability by applying data, digital technologies and solutions in UNEP's key activities. UNEP's Digital Transformation sub-programme works to accelerate and scale climate action, nature, protection and pollution prevention through the innovative use of data and digital technologies in UNEP's activities. The need for innovation and collaboration in digital technologies is key to:
- build a digital ecosystem of data for the planet,
- shift market incentives and consumer behaviour through digital channels and partnerships,
- enhance e-governance through inclusive policy development, digital literacy, innovation support and stakeholder engagement,
- transform UNEP into a fully data-driven and digital organization.

To achieve these digital transformation goals, UNEP is establishing a digital transformation accelerator lab that will serve as centre of excellence at the headquarters level reporting to the Chief Digital Officer (CDO). The Center of Excellence will consist of technical experts on different digital transformation topics that will offer advisory services and help implement pilot solutions to all thematic divisions and programmes. It will be supported by a distributed network of additional experts located in each regional office plus a network of focal points located in each division. UNEP is also acting as one of the co-champions in the Coalition For Digital Environmental Sustainability (CODES) and will play a key role in the implementation of the CODES Action Plan for a Sustainable Planet in the Digital Age.

Why is the Junior Professional Officer requested/needed?

Programme staff are needed to deliver the new digital transformation subprogram as well as to engage in the Coalition for Digital Environmental Sustainability. Given the relatively new nature of this programme, it will be essential to staff it through a variety of mechanisms including JPOs.

Supervision
The JPO will work under the direct supervision of:
Title supervisor: SubProgramme Coordinator for Digital Transformation
Unit Supervisor: Office of Chief Digital Officer
Location supervisor: Nairobi

The JPO and Supervisors will use Inspira, the UN Secretariat platform for online e-Performance, to structure the timing and methodology of feedback and tracking of performance. The performance evaluations will be made available to the donor Government.

Content and methodology of the supervision
Under the overall guidance of the Chief Digital Officer, the Programme Coordinator for Digital Transformation will provide the day-to-day supervision of the incumbent. To further guide the JPO, a performance appraisal system will be developed with concrete goals and actions.

The Programme Coordinator for Digital Transformation will conduct an induction which includes:
- A formal brief on the organization,
- The staff in the Division and the functions of and Digital Transformation Subprogram.

During the first 3 months the JPO will:
- Be given reading materials to acquaint him/herself with UNEP's digital transformation activities together with the Medium-Term Strategy and with those of Coalition for Digital Environmental Sustainability (CODES);
- Conduct further research on digital sustainability from literature to identify new trends and innovations;
- Visit other UNEP programmes to learn about the UNEP portfolio; and
- Be involved in the design, development and implementation of existing digital transformation programmes.

The JPO will be guided in the planning, development and implementation of project proposals. The JPO will consult on policy and finance-related issues when the need arises.

First appraising officer: Golestan Sally Radwan
Title second appraising officer: Chief Digital Officer
Unit second appraising officer: Office of Chief Digital Officer
Location second appraising officer: Nairobi/Kenya

Duties, responsibilities and output expectations
Terms of reference

The incumbent is expected to conduct the following task.

- **Contribute to building the convergence of the Environment and Digital Technology fields:** Assist in the development and implementation of UNEP's Digital Transformation strategy, the core of which is the creation of a strong digital footprint to enable hosting different solutions and policy recommendations for Member States.
- **Research and best practices:** conduct thorough research and analysis and present recommendations to senior management on the latest digital technologies employed in the various Environmental sectors and map them against the needs of Member States.
- **Partnerships:** engage with current and potential partners for the implementation of UNEP's digital transformation strategy to agree on funding, technical assistance and other contributions. Help build a long-lasting alliance of "EnvTech" partners.
- **Policy briefs and recommendations:** assist in drafting policy briefs and other related documents to help Member States introduce digital technologies into their environment plans, and support the organization in performing its normative role when it comes to technology and environment.
- **EnvTech Center of Excellence:** support in the creation of a group of experts to rapidly prototype solutions and roll them out to Member States in a timely manner.
- **Monitoring and horizon scanning:** Monitor internal and external developments and trends on digital transformation, including in key countries and regions to determine how UNEP's digital transformation work can be strategically aligned;
- **SG's digital cooperation roadmap**: Support the implementation of the Secretary General's Digital Cooperation Roadmap, including through the work plan of the Coalition for Digital Environmental Sustainability (CODES) as well as the planned Summit of the Future and the Global Digital Compact;
- **Coach and guide** more junior staff (interns, UNVs) to help deliver the above goals.

The Junior Professional Officer will be provided with regular feedback on his/her performance and progress, with special attention granted to goal setting and overcoming challenges.

Output expectations

The work of the Junior Professional Officer will contribute to the achievement of the following outputs:
- Programme foundation, including establishing a work plan, implementing proof of concepts as well as monitoring and reporting on impacts.
- New partnerships established.
- Improved delivery of technical advisory services to UNEP
- Support the establishment and operations of the Digital Accelerator Lab

Travel
Travel will be dependent on the pandemic situation and the related travel advice in UNEP.
The Junior Professional Officer will undertake 1-3 estimated missions per year related to the Terms of Reference

Training and Learning Elements
Training:

The Junior Professional Officer will be offered the opportunity to undertake the following training courses:

- Results-based management training and career development planning: The Junior Professional Officer will be offered opportunities to participate in UNEP's results-based management training and undertake relevant training programmes organized by the UN system
- [Digtal4Sustainability E-learning programme](#) co-developed by UNEP and the UN System Staff College
- UN and UNEP's online training programmes: The Junior Professional Officer will be provided with the opportunity to undertake a variety of programmes provided by the UN and UNEP, on topics including data science, digital transformation, and innovation.
- On the job training: The supervisors of the Junior Professional Officer are committed to providing daily on the job training for the Junior Professional Officer's effective operation in the UN system
- Specialized training will be agreed upon in consultation with the supervisor

Learning elements:
After one year the Junior Professional Officer will be:

- Having a good understanding of the UNEP programme planning cycle and the role of digital technologies to accelerate climate action, nature protection and pollution preventions.
- Able to provide project formulation, monitoring and reporting as evidenced by the ability to draft an annual programme of work and project concepts in the areas of digital transformation.

After two years the Junior Professional Officer would:

- Be able to independently design, develop and deliver research on risks and opportunities from digital technologies on the environment, including the design of field missions.
- Be able to independently design, develop and deliver policy briefs for decision makings on thematic digital transformation topics.
- Have the ability to conduct inter-agency consultations on joint training programmes and policy reports
- Be able to support the delivery of training programmes to international and national experts
- Be able to support senior experts in the implementation of field missions.
- Draft project concepts that can support the mobilization of financial resources
- Design and deliver social media campaigns and engagements.

After three years (if applicable), the JPO would:

- Have the ability to independently function as a professional in the field of digital sustainability
- Be ready for similar appointments in the UN system and other organizations of international repute.

Qualifications and experience
Education:

Advanced university degree (Master's degree or equivalent) in environmental science, data science, digital transformation or related field.). A first-level university degree in combination with 3 years of qualifying experience may be accepted in lieu of the advanced university degree.

Skills:
Good writing and presentation skills, good data analysis skills and visualization including both statistical and geospatial analyses and Power BI/Tableau, knowledge of Microsoft Office 365, knowledge of webpage development and software, including Word Press / Drupal. Knowledge of digital transformation approaches, agile, human-centered design, theory of change and logframme-based results management seen as an asset.

Working experience:
At least 4 years at the national level or 2 years at the international level of progressively responsible experience in sustainable development and implementation of environmental-related programmes, projects and activities are required. Environmental data science and digital transformation experience would be beneficial.

Languages:
Fluency in oral and written English is required. Working knowledge of other UN languages is an asset.

Competencies
- Commitment to continuous learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows a willingness to learn from others; seeks feedback to learn and improve and keeps abreast of new developments in own occupation/profession.
- Teamwork: Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings
- 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 and meets timeline for delivery of product or services to the client.

Living conditions at the duty station

For Nairobi: Normal living conditions for developing countries in Africa.