

UNITED NATIONS ENVIRONMENT PROGRAMME JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Programme Management Officer

Branch: Environmental Governance and Conventions, Law Division

Location: Nairobi

Duration: 2 years

Background information on United Nations Environment Programme (UNEP) and the requesting Branch

This position is in UNEP's Law Division, Environmental Governance and Conventions Branch, at the UNEP Headquarters in Nairobi, Kenya. The Law Division is the lead Division charged with carrying out the functions of UNEP in the field of environmental law, governance and related policy issues, including those related to Multilateral Environmental Agreements (MEAs).

The Branch addresses the three planetary crisis of biodiversity loss, climate change and pollution through developing effective environmental policy and governance mechanisms at all levels in support of 2030 Agenda and for implementing the new global frameworks for biodiversity and chemicals and waste. At the regional and national level, the Branch supports strengthening institutions, laws and policies through adoption of whole-of-government and whole-of-society approaches for implementation of international environmental commitments and goals. The work contributes directly to UNEP's MTS which recognises the MEAs as central to its achievement.

The Environmental Governance and Conventions Branch works in close cooperation with UNEP-administered MEAs, providing input to the preparations of the governing body meetings and follow-up of their decisions. The branch works with the MEAs Secretariats to support Parties to the respective MEAs in holistic/integrated implementation of their obligations in the context of the Agenda 2030 on Sustainable Development and resolutions/decisions of their governing bodies; and facilitating dialogue and action among States on issues relating to policy coherence, compliance and implementation of global environmental goals and governance.

Why is the Junior Professional Officer requested/needed?

The JPO is required to assist UNEP to support countries in coherent implementation of chemicals and waste related Multilateral Environmental Agreements (MEAs) as well as implementing the recently adopted Kunming- Montreal Global Biodiversity Framework building

on the opportunities for increasing cooperation and synergies between the biodiversity and chemicals and waste clusters. This will be done in light with the framework for Strategic Approach and the sound management of chemicals and waste beyond 2020 which will be considered for adoption at the next session of the International Conference on Chemicals Management (ICCM5) in September 2023.

The focus of the work is on institutional strengthening, facilitating the uptake of tools and approaches for effective and coherent implementation of the MEAs. JPO will be part of a team to strengthen UNEP/ Law Division's contributions in strengthened environmental governance by supporting enhanced cooperation between UNEP, the relevant Secretariats of the MEAs and the Parties to the MEAs. In this context, the key MEAs are the Basel, Rotterdam and Stockholm Conventions, Minamata Convention on Mercury as well as the SAICM. The work will also extend to other thematic clusters of MEAs where relevant.

Supervision

First appraising officer: Haddy Guisse

Title supervisor: Programme Management Officer

Second appraising officer: Mamadou Kane

Title second appraising officer: Deputy Chief

Location supervisor: Environmental Governance and Conventions Branch, Law Division, UNEP

Content and methodology of the supervision

The Environmental Governance and Conventions Branch has clear results-oriented annual work plans and roadmaps to achieve its objectives. The standard UN e-PAS system will be applied for goals and performance indicator setting and appraisal. An orientation period of up to 3 months will be implemented to get the JPO familiar with UN, UNEP and the Branch's work in the Headquarters Nairobi. A work plan will be discussed with the JPO and the appraising officers to ensure maximum learning and benefits from the presence of the JPO in coordination with the donor country. Adequate project responsibilities will be delegated to the JPO to enhance confidence and learning by doing. Guidance will be provided on policy and science matters as appropriate. Regular meetings will be held with the JPO to follow up on progress, to mentor and report.

Duties, responsibilities and output expectations

Under the guidance of the first appraising officer, the JPO will:

1. Contribute to the preparation of diverse range of written outputs relating to strengthening environmental governance of chemicals/waste management at national, regional and international levels, e.g., drafting of background papers, analytical notes, sections of reports and studies, inputs to publications and websites.
2. Assist in UNEP's preparations for the meetings of Conferences of Parties and their subsidiary bodies to the chemicals/waste related multilateral environmental agreements including preparation of background documents, side-events and presentations.
3. Assist in planning and facilitating workshops and other expert meetings and trainings on strengthening institutional frameworks and capacities for sound and coherent management of chemicals/waste. Assist in the uptake of integrated approaches and tools for synergistic implementation of the MEAs both within and across the thematic clusters.
4. Contribute to activities on project management including preparation of legal instruments and contracts, progress reports, financial statements. Analyze specific aspects of programme/project development and implementation; review of relevant documents and reports; liaise with relevant parties; identify and track follow-up actions.
5. Perform other duties as required.

Travel

It is envisaged that minimum two missions (e.g., to MEAs regional and international meetings) will be conducted per year subject to the COVID-19 travel restrictions. These missions will have training elements and global exposure that will enable the incumbent with international and regional for a, negotiations and governance knowledge as well as networking. Part of these missions will be funded by UNEP's core and project budget.

Training and Learning Elements

On the job training: A learning by doing approach will be followed to provide hands-on training to the JPO. In addition, the JPO will have the opportunity to be trained within the context of the programme activities which include the following training aspects:

- Policy formulation and international environmental diplomacy
- Multilateral Environment Agreements (Basel, Rotterdam and Stockholm Conventions, Minamata Convention) and the interlinkages with the relevant SDGs.
 - Tools and approaches developed by UNEP to support implementation of Multilateral Environmental Agreements
- Project preparation and management

UN mandatory training and other training courses: The JPO will be required to take several training courses that are mandatory for UN staff. She/He will also be invited to take other UN/UNEP training courses to enhance performance.

Learning elements:

After one year the JPO is able to:

- Have a clear understanding of the main intergovernmental processes on chemicals and waste, the interlinkages with the 2030 Agenda as a whole and the relevant SDGs.
- Provide clearly written background materials, analyses and other inputs for the needs of the UNEP Law Division and the Environmental Governance and Conventions Branch, consistent with UN style format and protocol.
- Have a basic knowledge of project preparation.

After two years the JPO is able to:

- Conceptualize causes and impacts of chemicals and wastes related to environmental degradation regionally and globally.
- Develop and facilitate uptake of tools and approaches on strengthening institutional frameworks and capacities for sound and coherent management of chemicals/waste including effective implementation of the relevant Multilateral Environmental Agreements.
- Write project proposals with budgets and work plans. Analyze specific aspects of programme/project implementation and provide well-reasoned recommendations for decision-making.

Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in environmental management, sustainable development, international law and diplomacy or related fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Skills

Computer skills, good drafting skills and ability to establish and maintain effective working relations within multicultural working environment.

Working experience

A minimum of two years of practical experience at the national, regional or the international level in sustainable development and environmental related programmes, projects and activities. Fluency in English is essential. Working knowledge of other UN languages is an asset.

Competencies

Knowledge of policies/procedures in the area of environmental sustainability and sustainable development; good research, analytical and problem-solving skills

Good planning and organization skills

Teamwork and adherence to UN values and ethics

Ability to communicate clearly, orally and written.

Living conditions at duty station

Nairobi is classified as a B-Duty Station with normal living conditions for a developing country in Africa.