

Junior Professional Officer Job Description Ozone Secretariat

General Information

Post Title: Junior Professional Officer - Scientific and Technical Affairs
Unit: Ozone Secretariat
Location: UN Environment, Nairobi, Kenya
Duration: 2 years

Background information on UN Environment and requesting Unit

The United Nations Environment Programme is the United Nations system's designated entity for addressing environment issues at the global and regional levels. 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. The Ozone Secretariat is the Secretariat for the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer. This post is located at the Ozone Secretariat of the United Nations Environment Programme. Further information on the Ozone Secretariat can be obtained from the website: <http://ozone.unep.org>

Why is JPO requested/needed?

The Ozone Secretariat consists of 8 professional staff and 10 support staff. Posts are approved by the Parties to the Vienna Convention and/or the Montreal Protocol. Even though the Secretariat is small, it has always managed to deliver and perform its work at the highest standards expected by the Parties. However, improvements may be made to the ability of the Secretariat to understand and digest the wealth of technical, technological and scientific knowledge that exist, first and foremost in the reports of the three Assessment Panels of the Montreal Protocol, and relevant Technical Options Committees, as well as other relevant reports produced by UN Environment, other organizations and Multilateral Environmental Agreements (MEAs) looking at relevant scientific and technical issues of common interest.

Supervision

Direct supervisor: Ms. Sophia Mylona
Title: Senior Environmental Affairs Officer
Unit supervisor: Ms. Sophia Mylona
Location supervisor: Ms. Maria Socorro Manguiat, Deputy Executive Secretary, Ozone Secretariat, Address, telephone, fax, e-mail and signature of supervisor: tel: +254 20 7623885 (landline)

Content and methodology of the supervision

The JPO will be introduced to the Secretariat and its work. The general objectives, desired results, and anticipated challenges will be discussed and the JPO can seek clarification and advice at any time. The supervisor will review the work of the JPO

regularly and provide feedback on the progress. The JPO 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 will be reviewed for attainment of objectives and quality of work. An workplan will be developed with the JPO and the performance will be assessed in accordance with the agreed workplan which specifies the goals, actions, outputs and success indicators. The development plans and training that the JPO would like to undertake will be taken into consideration, as appropriate.

First appraising officer: Ms. Sophia Mylona

Title first appraising officer: Senior Environmental Affairs Officer

Unit first appraising officer: Ms. Sophia Mylona

Location first appraising officer: Ozone Secretariat, UN Environment, Nairobi

Second appraising officer: Ms. Maria Socorro Manguiat

Title second appraising officer: Deputy Executive Secretary

Unit second appraising officer: Ms. Maria Socorro Manguiat

Location second appraising officer: Ozone Secretariat, UNEP, Nairobi

Duties, responsibilities and output expectations

Terms of reference

- Reviews the various technical and scientific reports including, but not limited to, the reports of the three Assessment Panels of the Montreal Protocol on scientific, environmental effects and technology and economic aspects of ozone layer depletion and protection, as well as the reports of the relevant Technical Options Committees on the main sectors of use of substances controlled under the Montreal Protocol, with a view to preparing briefing notes on some of the key issues of current importance to the work of the Secretariat, identifying problems and recommending follow-up actions, also viz-a-viz relevant decisions of the Parties;
- Provides substantive and organizational support for the meetings organized by the Secretariat including the annual meetings of the Open-ended Working Group (OWWG), Meetings of the Parties (MOP) to the Montreal Protocol, Conference of the Parties (COP) to the Vienna Convention (every 3 years, the next to be convened in 2024); Ozone Research Managers (every 3 years, the next one to be convened in 2024), any associated meetings and workshops and the meetings of the Assessment Panels and the Technical Options Committees, assisting with coordination with relevant partners and Conference Services, as appropriate;
- Participates in the OWWG and MOP/COP, as appropriate, and assists in the review of the report of the meeting and the issuance of conference room papers; Provides contact group support and carries out other substantive and organizational actions at the meetings, as necessary;
- Assists in drafting relevant correspondence to Parties and partners on follow-up of the decisions of the Parties, responding to general queries and clarifying issues, when necessary;

- Contributes to the preparation of various written outputs such as presentations by the Secretariat staff in various meetings particularly on the issues of relevance to the work of the Assessment Panels, meeting documents, reports, briefing notes, analytical notes and publications, as well as to the content and design of the public awareness materials produced by the Secretariat as well as by partners such as the OzonAction programme of UN Environment;
- Performs other duties as required.

Output expectations

Enhanced capacity of the Ozone Secretariat in dealing with scientific and technical issues through a more in-depth understanding of the reports of the Assessment Panels and the underlying, peer-reviewed material; increased number of information notes, public awareness materials, documents and publications on scientific and technical issues produced by the Secretariat and relevant partners; improved quality of the above-mentioned documents in terms of scientific and technical content; increasing the efficiency and effectiveness of the Secretariat in organizing and running the meetings.

Travel

The Ozone Secretariat organizes two major meetings a year: the meeting of the Open-ended Working Group of the Parties to the Montreal Protocol in mid-year (June or July normally), and the Meeting of the Parties at the end of the year (October or November normally). The whole Secretariat normally travels to organize and attend the meetings and the JPO may participate as part of the team to assist in the organization of the meetings, as appropriate.

The estimated annual budget for the cost of travel to the two meetings is \$11,000.

Training and Learning Elements

Training

The JPO will receive on-the-job training in organizing and conducting inter-governmental negotiations and international meetings; preparing appropriate documentation for the meetings and internal documents such as information notes on key issues as well as writing formal, informal and technical correspondence.

Learning elements:

After two years the JPO is expected to be able to understand, learn from and explore a number of exciting areas related to ozone and climate protection including the ozone layer protection regime under the Montreal Protocol which is widely recognized to be one of the most successful MEAs; the linkages between the Montreal protocol and climate change; the work of the Secretariat in meeting several sustainable development goals; and the intricacies of inter-governmental negotiations and international meetings, including preparing various documents, briefing/information notes and correspondence of relevance for both the meetings and internal use.

Qualifications and experience

Qualifications:

Advanced university degree (Master's degree or equivalent) in physical or environmental sciences; engineering or related area. A first university degree with a combination of two years professional and academic qualifications may be accepted in lieu of the advanced degree.

Skills

Fluency in English is essential. Working knowledge of other UN languages is an asset.

Working experience

At least 4 years working experience at the national level or 2 years at the international level in implementing programmes and activities in the field of environmental protection or sustainable development. International experience is an advantage.

Competencies

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.

Team work: 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.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Living conditions at duty station

Nairobi is classified as a 'B' duty station, entitling UN staff to home leave every other year. Normal living conditions for developing country in Africa.