

## **UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

Post Title: Associate Programme Officer- Knowledge and information management  
Office/division: Early Warning and Assessment Division  
Unit: Knowledge and Publications Management Unit  
Location: Nairobi, Kenya  
Duration: 24 months

### **Background information on UN Environment and the requesting Unit**

This position is located in the Big Data Branch of the United Nations Environment Programme's Early Warning and Assessment Division based in Nairobi, Kenya. The Big Data Branch provides access to a wealth of consistent, reliable, up-to-date information for guiding research, preparing assessments, developing regional and global approaches for sustainable development, facilitating policy action, and keeping informed on the state and trend of the environment. To that effect, the Big Data Branch has implemented UNEP's flagship knowledge platform, the World Environment Situation Room (WESR).

WESR provides the UN Member States open access to information and knowledge on the environment at the global, regional and national levels. It supports Environmental Policy through Foresight, Outlooks and Assessments and providing Capacity Building for countries to achieve the Goals of Agenda 2030 and Sustainable Development. WESR integrates various types of environmental data and information including geospatial, statistical, citizen science, foresight data, as well as publications and bibliographic managed by the UNEP Digital Library.

This position falls under the Knowledge and Publications Management unit of the Big Data Branch. Among other duties, this unit manages the UNEP knowledge repository which digitally captures, stores, indexes, and disseminates UNEP's collective intellectual and research output including flagships, technical reports, policy briefs and more. The objectives of the Knowledge Repository are to: Increase the visibility of UNEP publications for easy access and reuse; Ensure the long-term preservation of UNEP intellectual and research output; and Support the 2030 Sustainable Development Agenda by providing Member States access to relevant knowledge to influence policy at national, regional and global levels.

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

The JPO is requested to assist with the operations and management of the knowledge repository. Main areas of work include: i) improving the quality of submissions in the knowledge repository and ensuring that documents belong to the appropriate collection/community; ii) ensuring interoperability between the knowledge repository with other UNEP platforms including WESR and the corporate website (unep.org); iii) promoting and improving the discoverability of the knowledge repository content in major search engines and global repository lists; assisting in the delivery of the unit's capacity-building programme.

The JPO would also participate in various knowledge/content management initiatives across the organization.

The optimal duration for this JPO assignment is 24 months.

### **Supervision**

Direct supervision by: Ms. Angeline Djampou

Title supervisor: Programme Manager

Branch Director: Mr. Alexandre Caldas

Address:

United Nations Environment Programme

P.O. Box 30552-00100 Nairobi, Kenya

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

The requested JPO will be an integral member of the Knowledge and Publications Management Team and will be liaise with repository submitters on an ongoing basis to ensure that documents are reviewed and published in a timely manner. The JPO would also work with the Information and Communication Technology team to improve the functionalities of the knowledge repository. The candidate would be instrumental in the implementation of the unit's results oriented annual work plan.

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 Big Data Branch's work. A work plan for the JPO will be developed in consultative manner and which will be informed by Big Data Branch's workplan to ensure both maximum learning and benefits for the JPO while advancing the goals and impact of the unit. Adequate responsibilities will be delegated to the JPO to enhance confidence and learning by doing. Regular meetings will be held with the JPO to review work progress, to mentor and obtain feedback on difficulties encountered including job-satisfaction.

First appraising officer: Ms. Angeline Djampou

Title first appraising officer: Programme Manager / Librarian

Unit first appraising officer: Knowledge and Publications Management Unit

Location first appraising officer: Nairobi, Kenya

Second appraising officer: Mr. Alexandre Caldas

Title second appraising officer: Chief, Big Data Branch

Unit second appraising officer: Big Data Branch

Location second appraising officer: Nairobi, Kenya

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

#### **Terms of reference**

Under the general supervision of the Head of the Knowledge and Publications Management Unit in the Science Division, and in coordination with the Head of Web (Communication Division) and ESS, the specific duties and responsibilities of the incumbent will be as follows:

- Review the current set up and advise on the reconfiguration of communities and collection(s) for optimum performance.
- Migrate the data from the collections earmarked for decommissioning to the new ones and make corrections as appropriate.
- Review the current system of UNEP knowledge organization and propose improvements.
- Review and publish submissions from submitters, and make submissions as appropriate.
- Ensure the application of international metadata standards and harvesting protocols (DublinCore, OpenAire4, Handles, DOI, OAI-PMH, Rest API, etc..).
- Integrate relevant xml lists for authority control and metadata management.
- Liaise with relevant stakeholders to implement or improve automatic content harvesting from the knowledge repository.
- Maintain the unit's webpage in other UNEP platforms as appropriate.
- Improve the discoverability and integration of the knowledge repository in major search engines (Google Scholar, Google, etc.) and major open-access repositories.
- Provide administrative, operative and technical training to UNEP staff on DSpace.
- Provide support in the planning and delivery of training.

#### Output expectations

1. All documents of the knowledge repository are located in the appropriate collection.
2. The repository content is automatically harvested by major UNEP and external platforms and repositories.
3. Submissions to the repository are reviewed in the timely manner
4. The unit's page is up to date.
5. Enhanced discoverability of the knowledge repository content.

#### Travel

It is envisaged that at least 2 missions will be conducted during this 2-year assignment. These missions will provide exposure to the incumbent on the work of UNEP in countries.

#### Training and Learning Elements

##### Training

A learning by doing approach will be followed to provide hands-on training to the JPO. In addition, the JPO will be given induction on the operations of United Nations libraries and knowledge centers. The JPO will also undertake UN mandatory and language training (security, ethics, gender, etc.).

##### Learning elements:

At the end of the 24-month assignment the Junior Professional Officer is able to have a better understanding of content management in UNEP and in the United Nations Secretariat libraries.

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

### Qualifications

Advanced university degree (Master's degree or equivalent) in library or information sciences, computer science or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### Experience

A minimum of three years of practical experience in installing and managing DSpace-based repositories, including:

- a minimum of two years integrating DSpace with Drupal content management systems
- a minimum of two years experience in applying international metadata standards for repositories and harvesting protocols (Dublin Core, handles, DOI, OAI, etc.)
- Experience in knowledge organization systems is an added advantage.

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

The incumbent must possess computer skills, good drafting skills and able to establish and maintain effective working relations within multicultural working environment.

### **Competencies**

Professionalism

Teamwork and adherence to UN values and ethics

Technological awareness

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