

UNEP JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Programme Officer
Office/division: Policy and Programme Division
Unit: Strategic Planning Unit
Location: Nairobi, Kenya
Duration: 24 months

Background information on UNEP 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 implements legislative mandates of the UN Environment Assembly and the UN General Assembly, ensuring coherent delivery of its programme of work. Its mandate includes coordinating the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of the governments and the international community for action.

The Policy and Programme Division (PPD) is responsible for consolidating the policy, programme, monitoring, gender, and social safeguards functions of UNEP as well as its engagement with the United Nations system and key global processes such as the 2030 Agenda. The Division ensures coherence and coordination at the strategic, policy, and programmatic levels.

The position is located in the Strategic Planning Unit (SPU) of the Policy and Programme Division at the Nairobi Duty Station.

The Strategic Planning Unit leads corporate strategic planning efforts by developing UNEP's strategic plans – the Medium-Term Strategy (MTS), the Programme of Work (PoW), and the Regular Budget Programme Plan – and creating synergy between strategy and organizational effectiveness in its delivery. In UNEP, the Unit works closely with the UNEP global Subprogramme Coordinators and laterally across all Divisions and Offices, optimizing resources and synergies among different programme components to promote a strategic and results-focused approach to planning and delivery at the corporate level and align strategy and resources. The Unit also leads and supports organizational transformation and improvement efforts.

Why is the Junior Professional Officer requested/needed?

The Division ensures coherence and coordination at the strategic, policy, and programmatic levels. The JPO will be a key member of the Strategic Planning Unit team, contributing to overall strategic planning, including the development of the next MTS and associated PoW, enhancing the implementation of UNEP's new programmatic approach, supporting the rolling out of the Integrated, Planning, Monitoring, and

Reporting (IPMR) solution and efforts to apply a strategic budget allocation for the alignment between resources and the PoW. Likewise, as UNEP aims to become more guided by data-driven decision-making, the Division needs to enhance this capacity further. The JPO would support the enhancement of data analytics in strategic planning.

Supervision

The JPO will be supervised by the Head of the Strategic Planning Unit, who will be responsible for approving and supporting to structure his/her work plan, guiding the JPO in conducting his/her duties and providing supervision and advice on the outputs delivered by the JPO.

Content and methodology of the supervision

- Introduction of the Junior Professional Officer to the Unit and to all relevant colleagues for the work of the Unit and Regional Office.
- Discussion, guidance, and approval of work plan and evaluation in light of the performance appraisal.
- Monthly meetings to discuss and review challenges and any problems, discussions on job satisfaction.
- Regular feedback on the progress of activities.
- Facilitating development plan and learning objectives.
- Available for consultations from the JPO at all times on policy or other sensitive matters.

Reporting line

First appraising officer:	Ms. Cecilia Morales
Title first appraising officer:	Head, Strategic Planning Unit
Unit first appraising officer:	Policy and Programme Division
Location first appraising officer:	Nairobi
Second appraising officer:	Ebrahim Gora, Deputy Director, Policy and Programme Division

Duties, responsibilities and output expectations

Under the overall supervision of the Head of the Strategic Planning Unit, the incumbent is responsible for the following:

- Support corporate strategic planning processes (UNEP's Medium-Term Strategy, Programme of Work, and Regular Budget programme planning). This includes the development of strategic planning documents for submission to the Committee of Permanent Representatives, the UN Environment Assembly (UNEA), and the General Assembly.
- Support the Programmatic Approach for delivering UNEP PoW, including strengthening UNEP's strategy for delivering the 2030 Agenda coherently and effectively. Support the Unit's input to the preparations for Concept Approval Group meetings and Project Review Committee to ensure programmes and projects design contribute to UNEP's strategy and the overall coherence of interventions;
- Support the rolling out and the strategic planning elements of the Integrated, Planning, Monitoring and Reporting (IPMR) solution across UNEP, working closely with the

Umoja team in UNEP, other Units, and the Office of the Controller. This entails ensuring the integration of programmes, identifying information and data needs, creating a structure for resource allocation, and rolling out organization-wide training;

- Participate in organizational and management performance reviews effectively implementing recommendations (including from various audits and evaluations) or undertaking further analysis as required as part of an overall programme of change to improve organizational performance;
- Support strategic resource allocation for UNEP's core and extrabudgetary resources to ensure alignment with the PoW priorities, results-based budgeting (RBB), other organizational needs, and the programmatic approach to PoW delivery;
- Support the Unit's efforts to work with Divisions and Regional Offices to further develop organizational capacity in the context of results-based management, including the tools and systems to support strategy execution, particularly in the context of results-based management;
- Produce high-quality research and analysis to inform senior management decision-making and participate in cross-divisional teams on major strategic and policy issues on substantive results-focused issues;
- Build effective working relationships to produce joint recommendations with colleagues on new ways of working, policies, strategic issues, and new initiatives to improve organizational results;
- Collect and analyse data and prepare data presentations and reports for information sharing, responding to queries, knowledge management, planning, and decision making. Support the organization-wide use of information/data (e.g., Quarterly Business Reviews) to provide insight to identify trends or patterns for data-driven planning;
- Prepare policy briefs and/or provide strategic policy input on relevant/emerging issues and their implication for UNEP's position and intervention. Furthermore, draft various written outputs, e.g., briefing notes to senior managers, background papers, analytical notes, sections of reports and studies, etc.;
- Performs other duties as required.

Output expectations

Further to the outputs mentioned above, the JPO, all in all, would have to deliver efficient and timely support to corporate strategic planning processes while ensuring programmatic consistency, coherence, and alignment with corporate strategic priorities, fostering intersectoral work across all UNEP's areas of work and supporting external and internal communication and outreach.

Travel

The JPO may be required to undertake official missions, the costs and modalities of which are governed by the relevant UN rules and regulations.

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 have the opportunity to be trained within the context of the delivery of project activities which include the following training aspects:

On-the-job training: The JPO will receive unique experience and training within a cross-sector team of a UN system organization, including the functioning of policy and programme management within the organization. The successful candidate will receive an overview of the range of environmental issues within UNEP's PoW and exposure to the functioning of UNEP's intergovernmental bodies, including the Environment Assembly and Committee of Permanent Representatives, as well as its external partners. In addition, the incumbent will obtain an in-depth understanding of the UN system organizations that work on environmental issues. The incumbent will gain a better appreciation of current and emerging environmental issues, the latest thinking on safeguards by UNEP and other international organizations, and how these are critical in linking development work with the Post 2030 Agenda.

UN training courses: The JPO will be eligible to apply for various training opportunities, including gender and results-based management language courses, computer training, and Performance Appraisal training. The JPO will be required to take several mandatory training courses for UN staff, including ethics, security, etc.

Non-UN training courses: On a case-by-case basis, more specific training, for example, on environmental management issues, may be taken subject to the availability of the funds for training and required travel, and to the workload.

Learning elements

After one year, the Junior Professional Officer is able to:

- Strengthened knowledge of the UN system, rules and regulations, understanding of multicultural work environment, improved negotiating skills, improved editing/writing/reporting.
- Prepare high-quality inputs to policy documents, project cycle management, and UNEP's priorities.
- Coordinate complex and interconnected workstreams efficiently and strategically.
- Draft policy and project documents according to UN style.

After two years, the Junior Professional Officer is able to:

- Undertake responsibility for specific tasks related to strategic policy issues.
- Prepare inputs for the medium-term strategies and programmes.
- Prepare project documents for review bodies and external partners.
- Deliver the safeguards-related services (demonstrated through timeliness, high quality, and consistency).
- Represent UNEP in discussions with external partners.

- Enhance skills in terms of strategic planning and the ability to sensitize and engage diverse UNEP entities in and outside Headquarters and the UN Secretariat in New York on strategic planning issues.
- Strengthen oral and written communication skills, including the ability to set out the organizational strategic objectives, the most efficient means of communication, and how the effectiveness of the communication can be measured.
- Effectively contribute to strategic resource allocation considering the organization's planned priorities and emerging issues.
- Improve evaluation skills and enhance ability in the development of knowledge management documents.
- Use increased understanding of the multicultural work environment to support new staff members and other JPOs.
- Embark on performance evaluation and self-assessment to reflect on strengths and areas to further develop with the view of future career development.

After three years (if applicable), the Junior Professional Officer is able to:

Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in a field related to the environment and natural resources management, sustainable development, economics, law, international relations, or political science.

Skills

Excellent drafting/writing skills; Good coordination skills; Computer literacy skills; Ability to establish and maintain effective working relations within multicultural working environment.

Working experience

At least 2 years at the national or international level in sustainable development and implementation of environmental-related programmes, policies, projects, and activities are required. Prior experience in policy development, planning and coordination, project cycle development, and SDGs.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required.

Competencies

Professionalism:

Knowledge of internal policies, processes, and procedures, generally and particularly those related to planning, programme/project administration, implementation, evaluation, technical cooperation, programming, and budgeting. Ability to identify, independently assess, formulate recommendations, and/or resolve a wide range of issues/problems, undertake research and gather information from standard sources, and work well with

figures, including the ability to analyze and understand financial data. Ability to apply judgment in the context of assignments given and discretion, resourcefulness, and ability to deal proactively and tactfully with offices throughout the organization. Shows pride in work and 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 complex problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all work areas.

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 a 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.

Planning and organizing:

Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

Communication

Good communication (spoken and written) skills, including the ability to draft policy and technical reports, correspondence, studies, and other communications to various counterparts and to articulate ideas clearly and concisely.

Living conditions at the duty station

Normal living conditions of a developing country in Africa.