

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

### **General Information**

Post Title: Associate Programme Management Officer

Office/division/MEA: United Nations Environment Programme

Unit: Programme Performance Support Unit / Policy and Programme Division

Location: Nairobi

Duration: 24 Months

### **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 system, and serves as an authoritative advocate for the global environment. Our mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.

Headquartered in Nairobi, Kenya, UNEP works through its divisions as well as regional, liaison and out-posted offices and a growing network of collaborating centres of excellence. UNEP also hosts several environmental conventions, secretariats and inter-agency coordinating bodies.

This JPO would be assigned to the Programme Performance Support Unit (PPSU) of the Policy and Programme Division (PPD) of UNEP, which undertakes strategic planning, coordination, and monitoring of UNEP's programmes, and coordinates UNEP's engagement with the wider UN system and global processes. The role will be focused on contributing to effective implementation, monitoring and reporting with regards to UNEP's projects, programmes, decisions of its governing body, operations and other activities.

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

The need to strengthen project and programme monitoring in UNEP has been highlighted in many UNEP evaluations and audit reports. PPSU recently assumed responsibility for the Quarterly Business Review process, which is an important part of this process. UNEP currently has 12 categories of reporting, 10 for corporate reporting and 2 for secretariat monitoring and oversight. To comply with these requirements efficiently and support effective oversight, there is a need to augment the professional capacity of PPSU especially in data analysis and capacity development of project and programme teams. The JPO will focus on strengthening UNEP's monitoring and reporting by identifying gaps, proposing solutions, and guiding their implementation. Gaps already identified include strengthening the linkage between financial data and results and enhancing the monitoring and reporting of implementing partners, including data collection processes and data management activities (including data encoding, storing, processing, analysis.). The JPO will also

contribute to capacity development for project and programme teams in monitoring and reporting, including on the QBR.

### **Supervision**

The JPO will be supervised by a Programme Management Officer (P4) at PPSU throughout the duration of her/his assignment. The supervisor will be responsible for approving and supporting to structure her/his work plan, guide the JPO in conducting her/his duties, provide supervision and advice on the outputs delivered by the JPO.

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

- Induction of the JPO to Divisional staff and key counterparts in other offices as pertinent to the roles and responsibilities of the position.
- Consultations and joint development of workplan and learning objectives for reporting cycle and performance discussions at mid-point (6 months) and end of cycle (1 year) .
- Participation in weekly Unit meetings to discuss updates on assignments and share challenges and lessons learned.
- Ongoing feedback on performance on assigned activities.

First appraising officer: Numayr Chowdhury

Title first appraising officer: Programme Management Officer

Unit first appraising officer: Programme Performance Support Unit

Location first appraising officer: Nairobi, Kenya

Second appraising officer: Rosemary Semafumu Mukasa

Title second appraising officer: Senior Programme Officer,

Unit second appraising officer: Programme Performance Support Unit

Location second appraising officer: Nairobi, Kenya

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

Terms of reference

- Support the Strengthening of corporate monitoring and reporting by facilitating and substantially contributing to the incorporation of monitoring and reporting into project implementation, specifically, improving implementing partner tracking and reporting.
- Support to further build capacity and broaden UNEP's learning aspects in relation to project activity level reporting aimed at improving the quarterly business review process, its understanding and uptake of recommendations across the organization.
- Support to develop UNEP wide standard of practice in financial monitoring and reporting and the nexus between revenue, expenditure and outcome level results

with an aim of improving the organizations transparency and related accreditation areas.

- Support to design, build and maintain large and complex data sets from multiple data sources while thinking strategically about uses of data and how data use interacts with data design, identification of risks and their mitigation for the purpose of project and programme management
- Support to undertake research on current and emerging trends and prepares analytical summaries that can support strategic planning, implementation, and communication.

### **Output expectations**

- Report on consultations with regional and technical divisions and draft action plan on improving implementing partner monitoring and reporting.
- Strengthen UNEP's programme and project review capacity for results-based management through consolidating various fragmented organizational data sources into a single in-house data analytics and reporting platform.
- Data standards and guidance tools for improving the link between financial monitoring and reporting and results.

### **Travel**

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

### **Training and Learning Elements**

#### **Training**

On the job training: The JPO will receive on-the-job training on results based management, monitoring and reporting. He/she will also have the opportunity to delve deeper into programme and project management by undertaking a self-paced online course on UNEP's flagship and revised programme manual. The JPO will have access to a wide range of trainings, webinars and workshops on environmental issues across the UN system and beyond. This training will provide good background and understanding of the Unit's work and its obligations to UNEP's intergovernmental bodies, including the Environment Assembly and Committee of Permanent Representatives, as well as to its external partners.

UN training courses: The JPO will have access to professional development, language and other trainings courses offered by UNON for staff member. The UN requires that all staff complete eight mandatory courses that guide staff behavior and conduct.

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

Learning elements:

At the end of the 24-month assignment, the JPO should be able to undertake responsibility for specific tasks related to project and programme monitoring and reporting that include:

- Working with regional and technical divisions on improving implementing partner reporting and compliance.
- Consolidating various fragmented organizational data sources into a single in-house data analytics and reporting platform.
- Develop financial data standards and guidance tools for improving the link between financial monitoring and reporting and results.
- Contributing to capacity building for project and programme teams for monitoring and reporting.

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

#### *Qualifications*

- Advanced university degree (Master's degree or equivalent) in environment and natural resources management, sustainable development, economics, international relations, project management, statistics, computer science, or software engineering.

#### *Skills*

- Strong analytical skills, ability to assess and take initiative; maturity of judgment, negotiation skills, oral and written communication skills, ability to manage personnel and work in a team.
- An inherent understanding of database administration is a necessity in terms of database architectures, programming and scripting, design, implementation, repair, and maintenance.
- Proficient with Microsoft Word, Excel, and knowledge of standard UN systems is an added advantage.

#### *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 is required. Prior experience in data analytics focusing on the collection, inspection, cleaning, transformation and visualization.

Fluency in English (written/spoken) is required. Knowledge of any other UN language is desirable.

### ***Competencies***

Professionalism: Knowledge to turn data into information, information into insight and insight into business decisions. Ability to analyze and interpret data in support of decision-making and convey resulting information to management. Shows pride in work and in 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 difficult 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 areas of work.

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 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.

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

Nairobi is a Category B hardship duty station.