

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Quality Assurance Risk Officer
Office/division/MEA: Policy & Programme Division, Unit Office for Quality Assurance
Location: Nairobi, Kenya
Duration: 24 months (two years)

Background information on UN Environment and the requesting Unit

The United Nations Environment Programme (UNEP) is the UN system's designated entity for addressing environmental 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. This post is located at the UNEP Headquarters at the Nairobi Duty Station, in the UN Gigiri Complex. The incumbent will be positioned in the Office for Quality Assurance, which leads the development and effective implementation of UNEP's quality assurance mechanism.

Institutionally, the Office for Quality Assurance is situated in UNEP's Policy and Programme Division, and it works globally across all Technical Divisions and Regional Offices (Africa, Europe, Latin America and Asia-Pacific) to deliver UNEP's Programme of Work (PoW and Medium Term Strategy, 2022-2025) in Climate Action, Nature Action and Chemicals and Waste Action. The Office serves as the focal point for UNEP's Concept Approval Group (CAG) and Project Review Committee (PRC), supporting quality-at-entry design of concepts, projects and programmes; strengthening the Results-based Management (RBM) across the project cycle; effective risk management; and orientating impactful implementation.

With its unique 360-degree bird's view of UNEP's extensive and growing set of concepts, projects and programmes designed to serve Member States, the Office supports project teams and specialist project fund Units across the organisation (Global Environment Facility (GEF) and Green Climate Fund (GCF) Coordination Units, amongst others); engages global and regional Sub-programme Coordinators; and coordinates with UNEP's Corporate Services Division on project management controls and with UNEP's independent Evaluation Office.

Why is the Junior Professional Officer requested/needed?

UNEP's strengthened quality assurance mechanism is provisioned under UNEP's new Delivery Model which was signed into action by the UNEP Executive Director in

September 2022. The Concept Approval (CAG) and the Project Review Committee (PRC) are formal management-led mechanisms to maintain quality and reduce projects-at-risk. As such, the inputs and outputs of UNEP's new quality assurance mechanism require new areas of assessment, research and analysis to ensure efficient and effective mitigation and management of projects at risk.

Supervision

The incumbent will join a dynamic and well-structured team, and will report to, and be mentored by the Head of the Office for Quality Assurance. A well-defined work plan with performance targets and indicators will be jointly established between the incumbent and the supervisor, with mandatory weekly one-on-one check-ins, or more as needed for effective mentorship and professional development of the JPO role. The appraisal will be performance-based and will be jointly reviewed on a quarterly basis. The E-Performance system will be used to appraise the JPO, and will be submitted to the donor-government as required.

Content and methodology of the supervision

The supervision content and methodology will be based on a work programme discussion and evaluation in light of the JPO's performance appraisal; frequency and nature of assessments of accomplishments; review of problems; discussions on job-satisfaction; discussion of development plan and learning objectives (see training and learning elements), with guidance to be provided in development of the work plan.

Hence, the supervision will focus on the general objectives, desired results and anticipated problems which will be discussed with the incumbent. Regular feedback on the progress of activities will be obtained by the supervisor through review of work in process. The incumbent is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters. The final results of each set of activities, will be reviewed for attainment of objectives and quality of work.

The incumbent will be introduced early-on to the team in the Office of Quality Assurance and will be required to attend team meetings and focus-based workshops currently scheduled on a weekly basis. The incumbent will attend all staff meeting of the Policy and Programme Division (currently scheduled on a monthly basis) to ensure JPO embedment into the Division, and to advance collaboration on tasks requiring intra-Divisional effort.

First appraising officer: **Ms Buyandelger Ulzikuuh**
Title first appraising officer: **Review Officer**
Unit first appraising officer **Programme Officer**
Location first appraising officer **Nairobi Duty Station**

Second appraising officer: **Ms Janice Golding**
Title second appraising officer **Head of Assurance**
Unit second appraising officer **Head of Unit**
Location second appraising officer **Nairobi Duty Station**

Terms of Reference: Duties, responsibilities and output expectations

- Participates in the CAG and PRC processes, and provides reviews of assigned programmes/projects, using UNEP's quality standard framework enshrined in UNEP's Programme and Project Management Manual (PPMM);
- Monitors and analyzes programme/project/concept development and implementation across the project cycle of assigned programmes/projects at risk;
- Undertakes research and analysis, including through utilization and development of UNEP's performance dashboards, by identifying problems and issues to be addressed, and proposes corrective actions to maintain quality standards and mitigate risk;
- Identifies lessons learned from the programme and project review process, and makes recommendations for areas of improvement or management action; and
- Prepares reports, and convenes discussions, as a basis for strengthening UNEP's policies and procedures, tools, guidelines work flows and operating procedures associated to projects at risk

Travel

No missions are envisaged for the JPO for the execution of responsibilities.

Training and Learning Elements

Training

The incumbent will be required to undertake UNEP's mandatory project management training course (certified, and in collaboration with the UN System Staff College). UNEP has an extensive e-learning platform hosting new and emerging environmental thematic areas at a global and regional level, for advanced to beginner learners. The United Nations Office in Nairobi (UNON) offers a substantive and varied professional and personal practical skills development opportunities for on-the-job application (e.g language

training, computer training, Performance Appraisal training, report writing training) and to advance career mobility in the UN system.

Learning elements:

After one year the Junior Professional Officer will be able to review and prepare programme/project/concept reports in accordance to UN/UNEP's quality assessment and risk frameworks.

After two years the Junior Professional Officer will be able to: apply UNEP's risk frameworks and project management controls; monitor progress in solving problems and formulate remedial action proposals; produce diagnostic reports on risks to trigger wider engage and eventually lead to continued sophistication of policies and procedures governing management of projects at risk.

Qualifications and experience

Qualifications

Advanced university degree (Masters degree or equivalent) in economics, environment, business administration, management, or a related field in the arena of Sustainable Development. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Working experience

At least 4 years at the national level, or 2 years at the international level in Sustainable Development, in the design and/or management and/or implementation of environmental-related programmes, projects and activities is required. A bonus will be familiarity with the principles of results-based management.

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

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 (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 in a clear and concise manner.

Teamwork – Good interpersonal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender in organization and management of meetings and in project implementation.

Living conditions at the Duty Station

The Republic of Kenya is an equatorial nation on the coast of East Africa, neighboring Somalia, Ethiopia, Sudan, Uganda, Tanzania, and the Indian Ocean. Kenya has two levels of Government; National Government and 47 sub-national Governments called Counties. Counties are further divided into sub-counties. Kenya is a multi-party state with Executive, Legislative, and Judicial branches. Kenya's population of more than 50 million is growing at an annual rate of 2.2%. More than 26% of Kenya's people live below the international poverty line of a \$1 per day, though this has changed as a result of the COVID-19 epidemic.

Nairobi is a very modern metropolitan city ranging from basic to international first-class goods and services, health facilities, public transport, telecommunication and banking services and educational facilities are readily available. The city is widely connected to the world's destination capitals through its main airport, Jomo Kenyatta International Airport and the smaller Wilson Airport. Air transport is also available to many up-country destinations, from safari parks, tropical beaches and island destinations. The city is home to some 3,000 UN personnel mainly attributed to the fact that it serves as the headquarters for both the UN HABITAT and UNEP. The expatriate community is large, vibrant and highly networked. Living conditions, housing, on-line shopping and lifestyle in general is to an excellent standard.

The socio-economic and cultural background of the immediate society the UNV would be living and working in is diverse and prevailing security conditions at the place of assignment is modest. The topographic and climatic features of the assignment location is highland cool and warm tropical climate. It is a family Duty Station; a Driver's License is not mandatory for this post given the good vehicle hailing services.