

UN ENVIRONMENT PROGRAMME JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Safeguards Officer
Unit: Gender and Safeguards Unit (GSU), Policy and Programme Division (PPD)
Location: UN Environment Programme (UNEP) Headquarters, Nairobi, Kenya
Duration: Two years

Background information on UNEP and the requesting Unit

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 in the Gender and Safeguards Unit (GSU) of the Policy and Programme Division (PPD) at UNEP HQ in Nairobi, Kenya. The GSU has been mandated to establish, implement, and manage the gender and safeguards policies of UNEP. The organograms of UNEP and the Gender and Safeguards Unit have been attached as Annexes 1 and 2.

Why is the Junior Professional Officer requested/needed?

The GSU is charged with the development and implementation of two key UNEP policies namely the Environmental and Social Sustainability Framework (ESSF¹) and the Policy and Strategy for Gender Equality and the Environment. These policies are integrated into the relevant organizational policies and project management cycle. A full time Safeguards Advisor has the task of overseeing and coordinating the implementation of the ESSF which involves dealing with the wide range of related tasks. This is a fast-growing area of work within the UNEP and the UN System as the donor and stakeholder expectations on “do no harm” and “do good” have been significantly raised. Human rights, gender equality and women’s empowerment are some of the key guiding programming principles of the ESSF.

There is growing demand of work in terms of capacity building of staff, partners, policy review, project review and screening, oversight and liaison with external impact assessment communities and international partners on safeguards and gender. UNEP is also working closely with the Environment Management Group on the Environmental and Social Sustainability Framework² to explore the harmonized and common approach within the UN System.

UNEP is in the final stages of completing the 2nd Policy and Strategy for Gender Equality and the Environment, which will guide gender mainstreaming across UNEP’s Medium-Term Strategy, Programme of Work, and projects. The findings of the Evaluation on gender in the year 2022 revealed that the GSU is understaffed, and this will constrain the ability of the Unit in effectively implementing its responsibilities under the MTS and ensuing Program of Work for the period 2022-2025; meeting requirements of the UN System-wide Action Plan on Gender Equality and Women’s Empowerment (UN-SWAP) and additional tasks emanating from UNEP’s policies and programmes.

Given the increasing demands and expanding tasks of the GSU in implementing the above policies and programmes, there is an urgent need to increase the number of programme staff in the unit. This creates an exciting and intellectually stimulating opportunity for a Junior

¹ <https://www.unep.org/about-un-environment/why-does-un-environment-matter/environmental-social-and-economic>

² <https://unemg.org/our-work/internal-sustainability/>

Professional Officer (JPO) to contribute to the organization by working on cross-cutting programmatic issues that focus on the promotion of gender equality in environmental management as well as ensuring social and economic sustainability, in an internationally challenging environmental context.

Supervision

The JPO will be under the overall guidance of the (Acting) Head of the GSU and work directly with the Safeguards Advisor and Gender Programme Officer. The Safeguards Advisor and the Gender Programme Officer, with their extensive experience in working closely with staff, expect close, regular, and dynamic engagement from the JPO. The JPO will encounter a diverse and broad range of tasks and colleagues. Through the engagement of UNEP Divisions and Regional Offices on diverse UNEP programmes and projects, the JPO will learn to acquire a broad perspective of UNEP's work and its interlinkages to socio-economic and human rights.

With a commitment to learning and team spirit, this will be a great career experience for the JPO.

Direct supervision:	Mr. Raymond Brandes
Title supervisor:	Gender Programme Officer
Section supervisor:	Ms. Yunae Yi, Officer-in-Charge
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Content and methodology of the supervision

The supervisors will thoroughly brief upon assumption of duty on the mandate and functions of the position as well as desired goals and activities designed to achieve desired goals. Expectations and activities/outputs as well as personal development and learning objectives will be discussed clearly in advance of the assignments. The style of supervision will involve regular consultations and feedback on the progress of work assigned to the incumbent. The incumbent is expected to consult with the direct supervisors on issues related to policy and will work consistently and sometimes under pressure to meet deadlines.

First appraising officer:	Mr. Raymond Brandes
Title first appraising officer	Programme Officer
Unit first appraising officer	Gender and Safeguards Unit (GSU)
Location first appraising officer:	NOF 2, 3 rd floor, UNEP, Gigiri, Nairobi

Second appraising officer:	Ms. Yunae Yi
Title second appraising officer:	Officer-In-Charge, Head
Unit second appraising officer:	Gender and Safeguards Unit
Location second appraising officer:	NOF 2, 3 rd floor, UNEP, Gigiri, Nairobi

Duties, responsibilities and output expectations

The functions and responsibilities of the JPO are as follows:

- Coordinate project screening of moderate and high-risk projects by the above-mentioned experts.
- While carrying out the task (i) above, participate in project screening, identify potential safeguard risks and gender issues, coordinate with project managers on appropriate

- actions through close consultation with the Safeguards Advisor and Gender Programme Officer.
- Guide UNEP project managers for effective application and updates of relevant safeguards and gender management information in the Safeguards and Gender online system.
 - Support the GSU in its delivery of high quality and consistent capacity-building initiatives for UNEP staff and implementing agencies to enhance their understanding and skills related to safeguards and gender requirements for projects.
 - Maintain and update the roster of gender and safeguards experts in diverse social, economic, environment, human rights, and public consultation fields.
 - Undertake other related or administrative tasks, when assigned.

Output expectations

The JPO is expected to work closely with the Safeguards Advisor and the Gender Programme Officer on the full range of the tasks as the GSU is a small unit with high expectations. The expected outputs of the JPO work during the 2-year period are:

- continuously harmonizing and mainstreaming UNEP's programmatic and cross-cutting policies with the ESSF and the Policy and Strategy for Gender Equality and the Environment and vice versa,
- effective communication and increased capacity (training, webinars, briefings and e-learning videos) of UNEP staff members and the implementing partners in their application of the safeguard and gender concepts for better, safer, resilient and sustainable results, and
- provision of safeguard and gender related support for improved compliance to UNEP's gender and safeguard policies.

Travel

The JPO may be involved in stakeholder consultation meetings during the project formulation to support the safeguard-risk identification and mitigation and gender-responsive project design and implementation, together with the project teams and the GSU members. The JPO will also engage in professional safeguard and gender meetings to learn the latest trends and best practices and share with the GSU and other relevant UNEP staff members.

Training and Learning Elements

The GSU believes in continuous learning and coaching. It is desirable for the JPO to take, during his/her tenure with UNEP, a few internal courses like Environmental, Social and Economic Sustainability Framework, gender, and Results-Based Management, and external courses on Human and Rights-Based Approach, or Impact Assessments. There are some excellent on-line and in-class training courses that can help the JPO in carrying out the work. Professional courses associated to the technical performance, skills and knowledge to successfully carry out the function of the post can be supported within the allowed budget. The JPO is encouraged to take these courses to achieve his/her career objective.

For career development, the UN Office at Nairobi (UNON) provides language courses in six UN official languages, Performance Appraisal System, and other career development-related courses, including resume writing, interview, teamwork, and communication skills, etc. at no or low costs.

The Policy and Programme Division can provide broad yet detailed insights on the organization, which can greatly help JPO in comprehending UNEP and its programme priorities. At the end of the two years, the JPO will be an asset of the Organization with intimate knowledge of its programming/project priorities, operational structures, safeguards and gender implementation and

oversight, and related rules and regulations. Such knowledge is also easily transferrable to other UN organizations and beyond.

Qualifications and experience

Education: Advanced university degree in the discipline related to law, social science, business management and sustainable development, or a first-level degree with a combination of four years of qualifying professional and academic qualifications may be accepted in lieu of the advanced university degree.

Work Experience

At least 4 years of experience at the national level or two years at the international level in fields associated with the position is required. Knowledge and experience in environmental or social impact assessments, human rights, gender, stakeholder or public engagement and project management would be preferred.

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: Ability to identify and analyze business processes and assist to improve them in a consistent and innovative way. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
- Communication: Ability to explain clearly through verbal communication is important, as well as writing clearly and effectively; responding to verbal and written requests without delay; demonstrating openness in sharing information and keeping people informed.
- Teamwork: Working collaboratively with colleagues to achieve organizational goals; supporting and acting in accordance with corporate policies.

Living conditions at duty station

Nairobi offers a fast-expanding and dynamic urban environment with growing middle class. It has large expat community with those working for the UN, Embassies, inter-governmental agencies, international Non-Governmental Organizations, and regional entities. It offers vibrant social and cultural activities. Weather and nature are the number one reason why expats are attracted to Nairobi.