

## UNEP JUNIOR PROFESSIONAL OFFICER REQUEST

### General Information

Post Title: Junior Professional Officer  
Office: UNEP New York Office  
Unit: Sustainable United Nations  
Location: Geneva  
Duration: 2 years (or more if possible)

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

UNEP is recognized as the the leading global environmental authority tasked to promote 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.

Over the past ten years UNEP has worked on supporting UN organizations in implementing environmental management systems as a systematic and credible approach to improving the environmental performance of the UN system. The Sustainable UN team in particular provides technical advice and the coordination of interagency policies, reporting, and help desk functions that support UN system organizations in the implementation of the UN 2020-2030 Sustainability Strategy Phase I -Environmental sustainability in the area of management". The SUN team manages the UN Greening the Blue Campaign and the related Greening the Blue report demonstrating to the public UN efforts to "walk the talk".

This post is located institutionally under the UNEP New York Office. Physically the JPO will work in Geneva under the direct supervision of the Sustainable UN Coordinator and will assist the SUN team in implementing the UN 2020-2030 Sustainability Strategy.

### Mission and Vision

Mission: **Sustainable UN** is an initiative of UNEP launched in 2008 to assist UN system to reform towards **climate neutrality and environmental management** with tools, methodologies and technical assistance to enable the integration of sustainable development principles in the management of facilities and operations.

The vision of SUN is that "By 2030, the UN system has demonstrated leadership in implementing the SDGs and environmental sustainability through a coherent approach to resource efficiency, climate neutrality and resilience of facilities and operations"

### Activities :

The SUN team works with over 50 Environmental Sustainability Focal Points and teams across the UN System representing every agency, fund or programme and the respective country offices. The team, with the help its key partners across the UN System, has driven measurable progress towards reducing the UN's environmental footprint and becoming climate neutral.

SUN's aim is to reduce the environmental footprint of the UN's operations and facilities, with particular focus on energy, waste and water. SUN is moving towards its vision by fostering the UN System to:

1. **Measure** and monitor its performance through transparent and publicly available reporting i.e. the Greening the Blue report;
2. **Reduce** the environmental impacts of its facilities and operations via the implementation of an environmental management system or receiving certificates of excellence for its building management practices, for example; and

3. **Offset** any unavoidable negative impacts, such as offsetting unavoidable greenhouse gas emissions by purchasing quality carbon credits from the Clean Development Mechanism under the Kyoto Protocol, i.e. Certified Emission Reductions (CERs).

## **WHAT WE DO**

**Technical assistance and capacity building** | SUN provides technical support to UN entities to help them implement and maintain a systematic approach to environmental management, with the goal of becoming climate neutral. We also provide training on several topics, such as sustainable procurement, sustainable events and staff awareness.

**Knowledge sharing and networking** | SUN facilitates a network of UN entities and several international organisations. This knowledge-sharing network encourages collaboration and the sharing of sustainability initiatives and best practices.

**Annual reporting** | Each year the UN System reports its greenhouse gas emissions, waste management, water management, environmental management and emissions offsetting. SUN coordinates this exercise and shares the results in the Greening the Blue report, which communicates the UN System's environmental footprint.

**Greening the Blue campaign** | Greening the Blue is the official platform for raising awareness about sustainability within the UN System, and has been managed by SUN since it was set up in 2010. It was established to share greening efforts from across the UN System and to engage staff along the UN's journey.

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

The Sustainable UN team is tasked with supporting the UN system in implementing the *UN 2020-2030 Sustainability Strategy Phase I -Environmental sustainability in the area of management*. This ambitious and comprehensive strategy

The strategy will require from the SUN team additional efforts namely in the areas of :

- Assist and gradually provide input to the path forward to achieving the UN's 2030 Internal Sustainability objectives.
- Assistance in collecting and analyzing the data coming from UN organization
- Responding to increasing queries from UN agencies on questions related to environmental management system, sustainable procurement, waste management, energy efficiency or others.
- Assistance UN organizations in implementing environmental management systems
- Manage projects related to other aspects of the Sustainable UN portfolio that the JPO might be interested in and willing to tackle with the supervisor (sustainable building or green events).

It is on this background that the request is for more than 2 years, if possible.

## **Supervision**

The JPO will be under the direct supervision of the SUN Emissions Reduction Officer, but will also work closely with the Coordinator of the Sustainable UN initiative also on various matters (network management and environmental management systems)

**Content and methodology of the supervision**

The JPO will be introduced the work of the SUN initiative in supporting the UN system and will initially work with the Emissions Reduction Officer and the SUN coordinator at the UN environmental inventory, the greening the blue report and the preparation, hosting and facilitating of the SUN network meetings. This will allow the JPO to become quickly acquainted with the core work of the Sustainable UN team and to meet other UN agencies sustainability focal points.

With increasing level of experience, it is expected that the JPO will be able to take over the responsibility for the facilitation of the Environment management systems work of Sustainable UN. If necessary professional training on ISO 14001 (the EMS reference Standard) and Sustainable Building Standards will be provided.

Each UN staff member is evaluated once a year (end March), with a mid-term evaluation taking place in September, to adjust job description as tasks have evolved.

Depending on the concrete timing, the intention is to assign the JPO one or two areas of responsibility. As indicated above these can be Environmental Management systems and possibly sustainable buildings, as this will provide a better learning environment for the candidate, as well as clearly identify the achievements at the end of the collaboration with the SUN initiative.

First appraising officer: Ms. Hillary Green

Title first appraising officer: Sustainable UN Emissions reduction officer

Unit first appraising officer: Sustainable UN

Location first appraising officer: Geneva, Switzerland

Second appraising officer: Ms Isabella Marras

Title second appraising officer: Sustainable UN coordinator

Unit first appraising officer: Sustainable UN

Location first appraising officer: Geneva, Switzerland

**Duties, responsibilities and output expectations**

The JPO will be given the responsibility for :

- Assist the collecting and analysis of environmental impacts data coming from UN organizations
- Help the SUN team organize and chair the three annual meetings of the UN sustainability focal points
- Responding to queries from un agencies on questions related to environmental management system, sustainable procurement, waste management, energy efficiency or others by liaising with the relevant technical experts within the team.
- Assist gradually take over the environmental management aspects of the SUN work (help desk services and training to UN agencies, management of the online software that assists UN agencies in implementing an EMS, facilitate the EMS working group)
- Manage projects related to other aspects of the Sustainable UN portfolio that the JPO will be interested in and willing to discuss with the supervisor (sustainable building or green events)
- Assist the SUN team in operational aspects of the SUN project as appropriate

**Output expectations**

Assistance in the coordination of efforts for the implementation of the UN 2020-2030

Sustainability Strategy Phase I -Environmental sustainability in the area of management

Coordination of the UN environmental inventory data collection ensuring inputs from the reporting entities is timely and well organised

Assistance to the SUN team in the area of environmental management systems and environmental governance.

Support to the team in the management of the UN sustainability focal points network

Assistance where appropriate with operational aspects of the SUN unit management

### **Travel**

Missions and costs of travel envisaged during first year of assignment: 4,000 US\$

Missions and costs of travel envisaged during second year of assignment: 4,000 US\$

Missions and costs of travel envisaged during third year of assignment 4,000 US\$

The network of UN system sustainability focal points meets regularly once a year. These meetings have been held online during the pandemic but it is expected that they will resume as soon as conditions allow. Meetings last 4-5 days and include a mix of training sessions on aspects related to internal sustainability management (EMS, sustainable building standards, sustainable procurement). The SUN team participate in these meetings as it needs to chair them, network with UN organization's focal points and explore joint projects.

It is thus important that the JPO is given the opportunity to participate in these meetings. Once more experience is gained, the JPO will also be able to represent the SUN team at other interagency meetings (the procurement network, or the interagency network of facility managers for instance).

In addition it is foreseen that the JPO will do key learning missions to key duty stations to meet UN personnel working on environmental sustainability management and be acquainted with best practices in the UN system, one such learning mission is foreseen per year.

The SUN team will join the donor government in sponsoring relevant professional training for the JPO as necessary in areas such as GHG accounting, ISO 14001 or Sustainable building standards

### **Training and Learning Elements**

The candidate will have a chance to work closely with UN internal sustainability experts both in headquarters and field locations and learn practical skills that will be key for a solid corporate environmental responsibility portfolio that is in high demand in all sectors these days. At the same time the candidate will experience first-hand how to measure, report and communicate about environmental performance to the public via his/her work on the greening the blue report. The candidate will learn how interagency projects in the United Nations are run and his/her networking skills and contacts within the UN system will be multiplied.

#### **Training**

All work is conducted in English in Sustainable UN, but the United Nations in Geneva has a large and affordable internal training center that is at disposal of any UN staff. Depending on tasks further training on specific IT tools (web, databases, etc.) may be needed, and if so will be offered.

#### **Learning elements:**

- After one year the Junior Professional Officer is able to: Manage a working group fairly independently, provide update on progress and challenges to the SUN team.
- After two years the Junior Professional Officer is able to: Manage the EMS work stream of Sustainable UN fully independently, including responding to queries, detecting and responding to information needs of UN agencies, and outline direction of development of the work.
- After three years (if applicable) the Junior Professional Officer is able to: Manage two work areas of the Sustainable UN portfolio.

### **Qualifications and experience**

Qualifications:

First university degree in a field related to environment (preferable engineering, environmental sciences, natural resources, but also sustainable development, economics etc.), or equivalent experience. An advanced university degree is advantageous.

**Skills:**

Ability to collect and analyses environmental data, ability to work in a group, interact, ability to transform complex concepts in simple messages.

**Working experience:**

At least 4 years at the national level, or 2 years at the international level in sustainable development, corporate environmental sustainability, GHG accounting, or implementation of environmental related programmes, projects and activities is required. Prior experience at the international level is advantageous.

**Language(s) proficiency required:**

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

**Other:**

Practical knowledge of Word, Excel, Power point. Good drafting/writing skills and ability to establish and maintain effective working relations within multicultural working environment.

**Competencies**

PROFESSIONALISM

TEAMWORK

CLIENT ORIENTATION

COMMUNICATION

PLANNING AND ORGANISING

**Living conditions at duty station**

Normal living conditions for a Major European city.