

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

### **General Information**

Post Title	Junior Programme Officer on Sustainable development negotiations
Office	New York Office
Unit	Intergovernmental Affairs, New York Office
Location	New York, United States of America
Duration	2 years

### **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 the sustainable development agenda within the United Nations system and serves as an authoritative advocate for the global environment. UNEP implements legislative mandates of the United Nations Environment Assembly (UNEA), the United Nations General Assembly, the Economic and Social Council (ECOSOC) and the High-Level Political Forum on sustainable development (HLPF), ensuring coherent delivery of its programme of work. Its mandate is to, among others; coordinate 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.

This position is located in the UNEP New York Office operates within the overall guidance of the UNEP Executive Office.

The UN Environment Programme New York Office maintains a close link between UNEP headquarters in Nairobi and UN Headquarters in New York, represents UNEP at the intergovernmental and inter-agency levels at UNHQ, including at the General Assembly, the Economic and Social Council (ECOSOC) and the High-Level Political Forum (HLPF), among many others. The New York office also supports the processes on the implementation of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals ensuring that environmental sustainability is effectively integrated, to help ensure coherent UNEP engagement and connect dots between processes and issues and to ensure that UNEP's voice and guidance on environmental policy issues are considered in the deliberations which take place at UNHQ.

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

The JPO is required as part of the UNEP support to the facilitation and negotiation process of global initiatives on environment and its engagement in intergovernmental process at the UN Headquarters. The two-year period provides an excellent opportunity to support these intergovernmental processes.

### **Supervision**

The JPO will be supervised by the Senior Programme Officer for Intergovernmental Affairs of the UNEP New York Office.

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

The Junior Professional Officer will receive an introduction to UNEP, the New York Office and its workplan, orientation on the overall work of UNEP, including UNEA and the Committee of Permanent Representatives, and of the UN, the General Assembly, the Economic and Social Council, and the High-Level Political Forum, and relevant UN specialised agencies, funds and programmes.

The Junior Professional Officer will carry out regular discussion and evaluation, with the supervisor in light of a previously established e-performance. This will include the frequency and nature of assessments of accomplishments, review of problems, discussions on job-satisfaction; discussion of development plan and learning objectives, guidance to be provided in development of the workplan and project implementation.

Guidance will be provided through interaction with the supervisor on a regular basis, and through the work with other senior staff in the office. The overall context of management and guidance includes discussion of general objectives, desired results and anticipated challenges. Regular feedback on the progress of activities is obtained by the supervisor through review of work in process. The JPO will carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matter. Final results of each set of activities will be reviewed for attainment of objectives and quality of work. In addition, guidance will be provided to the Junior Professional Officer through a supporting team structure.

First appraising officer:	Ms. Angela Kariuki
Title first appraising officer:	Programme Officer for Intergovernmental Affairs
Unit first appraising officer:	UNEP Programme New York Office
Location first appraising officer:	New York
Second appraising officer:	Ms. Mara A. Murillo Correa
Title second appraising officer:	Intergovernmental Affairs, Senior Programme Officer
Unit second appraising officer:	UNEP New York Office
Location second appraising officer:	New York

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

### **Terms of reference**

- i. Participate in and follow deliberations on sustainable development relevant to addressing key environmental challenges, including following up discussions on gender, indigenous peoples and youth, to consolidate system-wide support for transformative ideas for social and environmental impacts at the international, national and sub-national levels that can strengthen the UN support to the implementation of the 2030 Agenda for Sustainable Development;

- ii. Undertake high quality research analysis on best practices and lessons learned on connecting scientific evidence with evidence-based policy making for poverty alleviation and sustainable development as well as identifying synergies and complementarities with intergovernmental processes and making strategic recommendations on how to take advantage of them;
- iii. Prepare policy briefing documents, knowledge dissemination materials and concept notes on sustainable development related to intergovernmental processes, as appropriate.

### **Travel**

One travel per year.

### **Training and Learning Elements**

*On the job training:* The Junior Professional Officer will receive unique experience and training within the New York Office of a UN organisation, including the functioning of intergovernmental negotiations and processes. The successful candidate will receive an overview of the range of environmental sustainability issues within UNEP's work programme, the role of UNEP in setting the global environmental agenda and its coordination role within the UN system. The Junior Professional Officer will receive exposure to the functioning of intergovernmental bodies and will obtain an in-depth understanding of the UN system organisations working on sustainable development.

*UN training courses:* The Junior Professional Officer will be required to take several training courses that are mandatory for UN staff. He/she will also be invited to take other training courses developed by the UN system or by UNEP to enhance his/her performance.

#### *Learning elements:*

- After one year the Junior Professional Officer is able to:
  - Draft reports and briefing documents according to standards required by the New York Office and consistent with UN style format and protocol.
  - Have a clear understanding of the main intergovernmental processes relevant to sustainable development and relevance of mainstreaming environmental sustainability in the sustainable development agendas.
- After two years the Junior Professional Officer is able to:
  - Prepare inputs for official documentation of UN Environment Programme.
  - Make recommendations on how better take advantage of synergies and complementarities among the intergovernmental processes relevant to global initiatives on environment and sustainable development.

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

#### *Qualifications*

Advanced university degree (Master's degree or equivalent) in a field related to the environment, sustainable development, economics, law, international relations, or political science. A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree. A keen interest in the work of the United Nations in general and of UN Environment Programme in particular, and a personal commitment to UNEP's mission and to the ideals of the UN Charter.

#### *Skills*

Computer literacy skills, excellent drafting/writing skills and ability to establish and maintain effective working relations with multicultural working environment.

#### *Working experience*

At least 4 years at environmental related programmes, projects and activities is required. Prior experience at the national level, or 2 years at the international level in environment is desirable.

#### *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 policies/procedures in the area of environmental sustainability and sustainable development; good research, analytical and problem-solving skills, including the ability to identify and contribute to the solution of problems/issues; knowledge of intergovernmental negotiation processes; familiarity with and in the use of various research methodologies and sources; and sound judgement.

*Planning and organising:* Strong organisational skills, including proven ability to effectively plan and coordinate own work as well as that of others; allocating appropriate amount of time and resources for completing work.

*Communication:* Good spoken and written skills, including the ability to draft clear and effectively policy and technical reports, correspondence, studies and other communications to various counterparts and to articulate ideas in a clear and concise manner; and active listener, correctly interpreting messages and open to sharing information with others.

*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 organisation and management of meetings and in project implementation.

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

Normal living conditions.