

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

### **General Information**

Post Title: Associate Expert/ Associate Programme Officer

Unit: Civil Society Unit, Governance Affairs Office, UNEP

Location: Nairobi

Duration: One year with possible extension to a second year.

### **Background information on UNEP Environment and the requesting Unit**

The Governance Affairs Office provides secretariat support to the UN Environment Assembly (UNEA) of the United Nations Environment Programme (UNEP) and its subsidiary body, the Committee of Permanent Representatives. It serves as the main interface for external relations and facilitates deliberations of Governments, Major Groups and other Stakeholders. The Civil Society unit is part of the Governance Affairs Office. The Unit engages with organized constituents such as the nine Major Groups, and other Stakeholders such as philanthropic organizations, networks and associations to enhance the role of these actors in UNEP's governance /Governing Bodies and other relevant international environmental policy processes and to back up strategic partnerships in support of the implementation of UNEP's Programme of Work and its Medium Term Strategy (MTS) as well as the implementation of UNEA resolutions.

The JPO will be based in the Civil Society Unit of the Governance Affairs Office of UNEP at Headquarters, Nairobi, Kenya and will assist in the overall coordination and liaison with major groups and stakeholders in all UNEP regions through UNEP's regional offices. She/he will hence become familiar with accredited observers of civil society actors to UNEP and their respective needs and challenges. She/he will act as a link between UNEP HQ and the Regional offices and assist in relevant strategic outreach, communication and support webinars, conferences and trainings to introduce MTS and POW related outreach and projects in the regions of concern and interest to major groups and other stakeholders and adapt global material to the respective regional contexts.

In addition, the candidate will also support the unit in the accreditation process towards recruiting more civil society organisations as observers to UNEP and UNEA.

Finally, it is of importance to regularly be informed about UNEP's newest developments and actions and hence report back through relevant communication channels to all relevant major groups and keep them informed via social media for example.

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

The JPO is needed to assist UNEP to support the small team of the Civil Society Unit on a variety of priorities on the way to UNEA-6 to be held in February 2024 as well as in its related post UNEA follow up activities.

More specifically the JPO will assist on a regular basis in responding to the growing demand of civil society actors from all over the world to become accredited observers to UNEA and UNEP.

During the time of her/his assignment, which should be for two years starting as soon as possible and preferably by August/ September 2023, the JPO will assist the Civil Society Unit at the Governance Affairs Office in the following areas:

- Support the preparation of the sixth session of the UN Environment Assembly ( UNEA-6) and related preparatory Regional Consultative meetings (RCMs) in all UNEP regions with civil society actors and in cooperation with all relevant Regional Offices on UNEP.
- Contribute to the collaboration with major groups actors across all regions in collaboration with UNEP's Regional Offices in preparation of the RCMs.
- Closely collaborate as a young professional with the Youth Working Group across UNEP and support relevant activities, outreach and cooperation along the Youth Engagement Strategy of UNEP
- Support and assist and act as the unit's focal point with the cooperation with the Children and Youth Major Group
- Assist the unit towards efficient implementation of UNEA resolutions ensuring participation and engagement of major groups and relevant stakeholders.
- Support fundraising, communication and outreach activities of the Unit
- Other tasks as required

The JPO position should be available for a period of two years starting in August 2023.

UNEP needs the assistance of a JPO in the context of a strengthened institutional framework for sustainable development and the additional mandates entrusted to its governing body. This has led to a major increase of workload, and there is a need to strengthen the capacity of the Governance Affairs Office and, its Civil Society Unit to address the issues mentioned above and ensure an enhanced response mechanism towards all relevant stakeholders from interested civil society actors, as well as from within UNEP and the UN family, donors and foundations and member states. A JPO with relevant expertise in international cooperation, particularly in the field of environment and proven experience in participatory processes, multi stakeholder partnership-building and participation of civil society organizations in a governmental context would be an asset to the Governance Affairs Office and will help to ensure that the sixth session of the United Nations Environment Assembly fulfills its mandate also in terms of its resulting implementation strategies. The JPO will also be able to assist that participatory approaches and engagement of civil society actors are understood and supported throughout the implementation of UNEP's Medium Term Strategy and the next POW across offices and divisions.

### **Supervision**

The JPO will be under the supervision of the Chief of the Civil Society

TBD ( current Chief is retiring on 14 April 2023)/ OIC Ulf Bjornholm starting on 15 April 2023 ( Deputy Director of the Governance Affairs Office and Chief of the Governing Bodies Unit)  
Chief, Civil Society Unit United Nations Environment Programme  
P.O. Box 30552 (00100), Nairobi, Kenya  
e-mail: Ulf.Bjornholm@un.org

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

When taking on board her/his assignment, the JPO will go through a two-week orientation period. During this period, the JPO will become familiar with the role of UNEP, the role of the Governance Affairs Office, and the role of the Civil Society Unit and will meet his or her buddy from the Communications Division. Furthermore, the JPO will be introduced to the relevant rules and regulations for JPOs at UNEP and relevant trainings that are obligatory for all new UNEP staff.

In addition, the JPO will be paired with another team member of the Civil Society Unit who will advise and support, including in non-work related aspects of life in Nairobi and Kenya together with the designated buddy from the Communications Division.

Following the on-boarding, the JPO and her/his supervisor will develop a detailed workplan, in line with EPAS requirements which outlines the expectations from the JPO, anticipated problems, general objectives and expected results, including relevant deadlines.

The workplan and achievements will be reviewed at least every two months and whenever the JPO or her/his supervisor find it necessary to address challenges at an early stage or modify expected results.

#### *First appraising officer:*

TBD/ Ulf Bjornholm (OIC)  
Chief, Civil Society Unit  
Nairobi, Kenya

#### *Second appraising officer:*

Ms. Laetitia Zobel ( tbd)  
Programme Management Officer, Civil Society Unit, Governance Affairs Office  
Nairobi, Kenya

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

#### **Terms of reference**

The JPO will undertake the following tasks:

- Assisting in the preparation, organization and execution of formal and informal meetings with representatives from governments, Major Groups and Stakeholders and experts including all preparatory meetings on the way to UNEA 6
- Providing background information, reports, research on relevant preparatory work on the way to UNEA 6
- Assist the virtual and in-person meeting preparation with major groups and other relevant stakeholders
- Develop communication strategies and outreach options to ensure regular and UpToDate trainings through online webinars for major groups.
- Act as a support to the team's focal point on youth matters and assist in the strengthened communication with and outreach to the Children and Youth Major Group
- Assist in the development of fundraising strategies for the Civil Society Unit
- Support communication and outreach activities of the Unit, including on social media and an inhouse publication series.

### **Output expectations**

- Successful support to the process of participatory and self-organised stakeholder engagement in UNEP across divisions and regional offices as well as UN wide networks with special focus on the Children and Youth Major Group.
- Enhanced participation of the Major Groups and other stakeholder in the CPR meetings, Regional Consultative Meetings and other related events with particular focus on youth.
- Improved online platform use for regular exchange, trainings and webinars with civil society actors accredited to UNEP.

### ***Travel***

Missions and costs of travel envisaged during first year of assignment: one mission to participate in a regional consultation with Major Groups and Stakeholders and be able to visit the respective Regional Office. The costs will be covered by UNEP.

Missions and costs of travel envisaged during second year of assignment: To be determined, if there is a need for a mission, costs will be covered by UNEP.

Otherwise it is advised to undertake online trainings and seminars that are available from UNEP or other organizations.

### **Training and Learning Elements**

Missions and costs of travel envisaged during first year of assignment: One mission to participate in a consultation with Major Groups and Stakeholders if possible. Costs will be covered by UN Environment.

Missions and costs of travel envisaged during second year of assignment: To be determined, if there is a need for a mission, costs will be covered by UN Environment Programme.

## **Training**

The JPO will be required and allowed to take at least 7.5 working days of training per year. She/he will have access to all compulsory and optional UNEP and UN Office Nairobi trainings given on the compound or online; among these but not limited to are language trainings, computer package training, E-PAS training, substantive (environmental) training courses as prepared by other divisions inhouse. Additionally, depending on funds availability, she/he will have access to training that require travel and/or fees depending on the candidate's interest.

Training needs will be discussed with the JPO and in addition to formal training, the supervisor will provide guidance and mentoring. The JPO will also receive the opportunity to interact on a regular basis with other UNEP Divisions, Regional Offices and Multi-Lateral Environmental Agreements Secretariats and Non-Governmental Organisations, Civil society organisations and the diverse range of major groups observers.

## **Learning elements:**

After one year, the JPO will have acquired appropriate and good knowledge of the functioning of UNEP and its position within the UN system as well as of the role, nomenclature, organization of major groups and other relevant stakeholders. She or he will understand how non-governmental organisations organize themselves and how they interact in the different UN Forums. The JPO will understand the problems and possible solutions with respect to public participation and access to information in a multilateral context.

After two years, the JPO will be fully able to undertake projects and assignments that will contribute to the successful implementation of the programme of work of the organization and will be able to contribute to international negotiations on this topic with the view to increase opportunities for stakeholder engagement. She/he will be fully acquainted with the United Nations Systems and possible approaches to public participation in decision making.

The JPO will be able to:

- do background research on related topics and prepare reports relevant to the United Nations and in the adequate format
- draft policy documents and assessment reports

- understand UN rules and regulations with particular focus on stakeholder engagement.
- write fundraising proposals
- effectively communicate with major groups and other stakeholders
- successfully collaborate within the team and assist with interns supervision and common project development.
- practice and perform with established improved organizational, administrative, negotiating and communicational skills
- organize intergovernmental and multi stakeholder meetings in a multilateral context
- develop an understanding of the advantages but also limitations of public participation in decision making

After a second or third year, the JPO will be able to:

- effectively lead regional consultative meetings for civil society with the cooperation of Regional Office colleagues
- responsibly make presentations to relevant stakeholders and guide seminars, webinars and trainings and seminars for civil society actors.
- Prepare project and funding proposals
- Develop training material for stakeholders based on UNEP documents and research

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

Qualifications/Education: Degree in political sciences, international law, international relations, social sciences

Working Experience: 2 to 5 years of working experience in international cooperation, particularly in the field of environment and/ or sustainable development. Proven experience in participatory processes, multi stakeholder partnership-building and participation of civil society organisations in a governmental context will be an asset.

Skills: Good understanding of the role of Civil Society and its engagement and participation including in the international context;

- Strong ability to work and interact well with diverse groups;
- Collaborative work approach and team spirit;
- Excellent communication skills both oral and written;
- Good analytical skills;
- Computer literacy;
- Fluency in English (and any other UN language will be an asset),

### ***Competencies***

- Team Work
- Planning and organising
- Communication

***Living conditions at duty station*** The position will be based in the capital of Kenya, Nairobi, a family duty station.