



United Nations Environment Programme

Junior Professional Officer Programme (JPO)

General Information

Post Title: Associate Administrative Officer - Early Warning and Assessment Division (EWAD)

Unit: Administrative Unit

Location: Nairobi

Duration: 2-3 years

Background information on UN Environment Programme 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.

The Junior Professional Officer post is in Early Warning and Assessment Division/Administrative Unit in Nairobi under the over guidance of the Head Administrative Unit and the direct supervision of the Administrative Officer.

Why is the Junior Professional Officer needed

The Junior Professional Officer is requested to support the work of the Human Resources/Administrative Unit Section in the implementation of human resources staffing and recruitment activities and general administration.

Supervision

Direct supervision by Florence Kahiro, Head Administrative Unit at P4 level as a First Reporting Officer (FRO). The function of the Second Reporting Officer (SRO) will be performed by Kelly West, Deputy Director EWAD

Content and methodology of the supervision

The supervisor will provide high-quality supervision, guidance and mentoring to the JPO including the following elements:

- The supervisor will brief the JPO on arrival, as well as carry out introductions to the colleagues in Early Warning and Assessment Division, Regional Offices and Divisions that are involved in the programme.
- Relevant internal induction documents will be provided to enable the JPO to explore and learn elements of UN Environment Administrative work on a regular basis.
- Depending on the task, the JPO will be paired with a Unit team member who will provide

- guidance and advise
- Work plans for the JPO will be discussed in the context of the Objectives and Expectations of the Office's priority areas. The style of supervision will be inclusive and involve consultations, and regular feedback on the progress of work assigned both individually and with the relevant Administrative Teams. The JPO and Supervisors will use *Inspira*, the UN Secretariat platform for online e-Performance, to structure the timing and methodology of feedback and tracking of performance.
- Feedback on the execution of activities will be provided in relation to the delivery of agreed outputs in the work plan.

First appraising officer: Head of Unit – Administrative Unit

Title first appraising officer: Head of Administrative Unit

Unit first appraising officer: Administrative Unit

Location first appraising officer: Nairobi, Kenya

Second appraising officer: Kelly West

Title second appraising officer: Division Deputy Director, Early Warning and Assessment Division

Branch second appraising officer: Deputy Director, Early Warning and Assessment Division

Location second appraising officer: Nairobi, Kenya

Key responsibilities

- Prepare all relevant documentation for approval by the Director, Early Warning and Assessment Division, Executive Office and facilitate approval of the same.
- Liaise with United Nations Office in Nairobi/Talent Acquisition (UNON/TC) on the updating of Job Descriptions and facilitate reclassification to reflect the current situation.
- Prepare and launch job openings in Inspira, ensuring accurate job details, competencies, and evaluation criteria
- Assist in evaluating and screening applications, preparing profiles of candidates, and conducting preliminary interviews, and conducting roster searches for vacancies and identifying short-list of candidates.
- Track on-boarding of selected candidates and facilitate the separation of staff members
- Oversees the maintenance of vacancy announcement files and tracking status of vacancy announcements.
- Prepare, update, and maintain Divisional staff report.
- Collate data for the Early Warning and Assessment Division reports - Gratis Personnel reports.
- Process contract extensions for staff (all appointment types), UNVs and interns and maintain up-to-date records.
- Provide inputs to the Human Resources Component of the Early Warning and Assessment Division Monthly matrix
- Maintain post management for the Division ensuring that staff are placed on the appropriate posts.
- Liaise with Early Warning and Assessment Division and Administrative Unit with regards to various staff actions.
- Work with staff in the Division to ensure that an up-to-date report is maintained on compliance for mandatory training and performance management.
- Co-ordinate nomination of staff members to various trainings that arise during the performance period.
- Draft recruitment correspondence as applicable and when requested.
- Undertake any other related duties as may be assigned by the Administrative Officer.

- Provide back up to the Administrative Assistants in the Admin Unit, when required.

Output expectations

The implementation of human resources staffing and recruitment activities, surveys, workforce planning and data analysis.

Training and Learning Elements

- Undertake the mandatory training for the UN offered online in the portal
- Take an HR training offered at the United Nations Office at Nairobi (UNON) staff learning and training center
- Participate in induction and briefing sessions on diverse Human Resources and administration related training within the Section
- Participate in UNEP administration training sessions for HR teams
- On-the-job training, including individual and group sessions on specific HR and administrative areas
- Performance and Career development training courses provided by the UNON.

Learning elements:

After one year, the JPO

- Is familiar with the Administrative Unit.
- Can apply knowledge of the UN system, rules and regulations and the role of UN Environment Programme within the UN system, and understands UN Environment Programme's Administrative and operational structures and related rules and regulations
- Gathered intelligence on possible themes of expansion of the Administrative Unit

After two years, the JPO

- Has strengthened the expertise and skills acquired in Year One.
- Appreciates challenges and opportunities for the implementation of UN Environment Programme's work related to the Administrative Unit.

Qualifications and Experience

Education:

Master's degree in Human Resources management, Business or Public Administration, Social Sciences, Education, or related field.

Experience:

A minimum of two years of progressively responsible experience in Human Resources Management, Administration, or related area.

Language:

English and French are the working languages of the United Nations Secretariat. For this post, fluency in written and oral English is required. Working knowledge of another UN official language is desirable.

Competencies

PROFESSIONALISM: Ability to perform a broad range of administrative functions, e.g., human resources, database management. Ability to apply knowledge of various United Nations administrative, and human resources rules and regulations in work situations. The ability to perform analysis, modeling, and interpretation of data in support of decision-making. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from other places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position, shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

CLIENT ORIENTATION: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Living conditions at duty station

Normal living conditions for developing country in Africa.