

## **UNEP JPO TOR**

### **General Information**

Post Title: Associate Programme Officer

Unit: UNEP Regional Office for Europe / Vienna Programme Office

Location: Vienna

Duration: 2 to 3 years

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

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. 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.

UNEP's delivery model identifies Regional Offices as the face of UNEP at regional and country level. In carrying out this responsibility, each Regional Office is expected to lead and keep a watching brief on each of the countries in their region, to engage in regular dialogue with senior government counterparts, Regional Collaborative Platforms, UN Country Teams (UNCTs) and UN Resident Coordinators (RCs) and development partners.

The Vienna Programme Office hosts the UNCT Focal Point for Albania as well as for North Macedonia and coordinated the regional political outreach and interaction with the Western Balkan countries.

### **Why is JPO requested/needed?**

The experience of UNEP's Country and UNCT Focal Points (UNCT FPs) to date demonstrates that where UNCT FPs are actively engaged with their Resident Coordinators (RCs) and UN Country Teams (UNCTs), UNEP has been able to scale up the visibility and impact of UNEP and its Programme of Work (PoW) at the national level, by increasing awareness of environmental priorities and influencing UNCT and Government planning processes.

The JPO will support the head of the Vienna Office and the UNCT FP in the Vienna Programme Office in their tasks to represent UNEP in the UN Country Team, to facilitate coherence of UNEP activities in-country and to influence UN country team processes for strengthened action on climate, biodiversity and pollution. For this purpose, the JPO will contribute to:

- a) increase awareness of environmental priorities at the country level, including awareness of UNEP, MEAs, UNEA, etc,
- b) catalyze RC and UNCT action on climate, biodiversity and pollution,
- c) influence UNCT and Government planning processes and development dialogues and,

- d) mobilize resources through One UN Funds and other sources,
- e) ensure UNEP project results are reflected in UNINFO and UNCT Annual Reports, increasing UNEP's visibility in-country and among Member States.

### **Supervision**

**Direct supervision by:** Mr. Harald EGERER

**Title supervisor:** Programme Management Officer

**Unit supervisor:** UNEP Vienna Programme Office

**Location supervisor:** UNEP Vienna Programme Office

United Nations Environment Programme

Europe Office

Vienna Programme Office

Vienna International Centre

PO Box 500

A 1400 Vienna

+43 699 1459 4545

harald.egerer@un.org

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

At the very outset, the JPO will be introduced to the work of ROE and of the Vienna Liaison Office and its contribution to the overall mandate and objectives of UNEP as a whole. In particular, the JPO will be given a detailed briefing on the substantive programmatic and representation work of the Europe Office where he/she will be located. The briefing will also outline the modes of operation and interaction with other units' staff, workplan, expected outputs and regular evaluation of performance against expected outputs of the Europe Office workplan. The JPO will receive regular guidance and supervision. The work plan will be discussed and evaluated in the frame of the e-PAS process. Accomplishments will be assessed continuously. Guidance will be provided through the development of an individual workplan.

First appraising officer: Mr. Harald EGERER

Title first appraising officer: Programme Management Officer

Unit first appraising officer: UNEP Vienna Programme office

Location first appraising officer: Vienna

Second appraising officer: Mrs. Sylvie Motard

Title second appraising officer: Deputy Director

Unit second appraising officer: Regional Office for Europe (ROE)

Location second appraising officer: Geneva, Switzerland

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

Terms of reference

The Associate Programme Officer will be responsible for the following duties and contribute to:

- Support the UNCT FP in representing UNEP in UNCT meetings – where relevant and feasible this may include Common Country Analysis and Cooperation Framework design working groups, Cooperation Framework Environment Outcome/ Results Groups, joint programming groups, Programme Management Team, Operations Management Team and other advisory groups.
- Support to liaising regularly with RCs and UNCTs to the UNCT FP as UNEPs main point of contact for the assigned country/ies.
- Contribute to UNEP inputs into the development of CCAs and UNSDCF and related reports.
- Assist in identifying and liaising with all UNEP project managers with work in-country to ensure UNEP project results are reflected in UNCT planning and reporting processes – including integration in UNSDCF annual workplans, reporting in UN-info, and inclusion in UNCT annual reports.
- Contribute to the development of UNEP's country programming document and related country engagement plan.
- Assist in advising Divisions and Office on opportunities to advance programmes and projects within the country and the UNCT.
- Contribute to provision of advisory and technical assistance support from Divisions & Regional Offices to RCs/UNCTs based on demand from RCs and UNCTs, e.g. RC speeches, Op Eds, resource people based on needs etc.
- Support UNEP representation in relevant UN-Government country development dialogues and processes (e.g. national food system action plans, VNR preparation, UN-Government roundtables, joint UN policy briefs etc.).
- Contribute to briefings for the RC/UNCT on UNEA sessions and outcomes, MEA COP outcomes and priorities and on other issues related to environment as requested by the RC.
- Assist UNEP engagement in relevant joint UN projects and initiatives on environment.
- Assist the UNCT FP in annual consultations with the RC to identify contribution to the UNCT and related workplan activity/goal (in line with new UN Management and Accountability Framework).
- Perform other duties as required.

Output expectations

**Work implies frequent interaction with the following:**

- Cultivation of interagency cooperation with interests relevant to UNEP's Programme of Work
- Provision of valuable support with outreach and communication

- Provision of thorough, well-reasoned written contributions, reports and presentations; and effective organization of meetings, workshops etc. In cooperation and support by Europe Office and UNEP Divisions and offices in Nairobi and other locations provide regular updated information
- Effective and timely liaison and interaction with colleagues and concerned parties internally and externally.

#### **Results Expected:**

- Support to scaling-up the visibility and impact of UNEP and its Programme of Work Design strategic approaches to main partners and propose actions to UNEP senior management
- Regularly update on partnership building opportunities and provide guidance on how to access them.

#### **Travel**

Costs to be covered by requesting office for mission assignment from UNEP if applicable

#### **Training and Learning Elements**

Training and associated cost of travel if applicable

#### **Training**

The JPO will be encouraged to identify and participate in training opportunities (in-house and external) that provide additional skills to enhance the JPO's performance in the course of the duration of service with UNEP. UNEP makes available in-house training in areas such as language, computer training, e-PAS training, standard UN related training courses on ethics, security in the field, communication, leadership, etc. The JPO will be encouraged to attend such courses as necessary.

#### **Learning elements:**

Independently draft strategic and project documents, acquire relevant knowledge and experience while serving at UNEP, that can be applied to the respective home country or region upon completion of the assignment.

#### **After two years the JPO is able to:**

Draft high-quality official meeting reports and documents in English. Contribute to complex international strategic documents and briefings. In depth knowledge of international cooperation processes at the country level.

After three years the JPO is able to:

Write assessment reports, assess project proposals, draft project budgets according to UN standards, formulate job-descriptions and complex joint programme documents.

**Qualifications:**

**Education:** Advanced university degree (Master's degree or equivalent) in political science, European affairs, Law, Environmental Law, International Law or a related field.

**Experience:** A minimum of three years of progressively responsible experience in project or programme management or related areas.

**Language:** Fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language (Russian) is an asset.

**Competencies:**

- **Professionalism:** Knowledge and understanding of the challenges of the promotion of sustainable development. Ability to identify relevant partners, and to network with a wide variety of stakeholders. Client – driven. Ability to organize work and prioritize according to the agreed strategic objectives of the unit and the organization as a whole.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; 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.
- **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.