

I. Post Information

Post Title: **Health, nutrition and climate nexus knowledge management analyst - JPO**
 Post Number:
 Organizational Unit: **GVA Hub**
 Supervisor: **Director - GVA Office**

Current Grade:
 Proposed Grade: P2
 Approved Grade:
 Post Classified by:
 Classification Approved by:

II. Organizational Context
Background Information – UNOPS

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian, and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management, and human resources.

Working with us: UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

Diversity: With over 5,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage the recruitment of qualified female candidates.

Work-life harmonization: UNOPS values its people and recognizes the importance of balancing professional and personal demands.

Global Portfolios Office

The Global Portfolios Office (GPO) coordinates the UNOPS strategy for supporting governments, United Nations agencies, and partners in delivering and implementing their unique global and inter-regional portfolios, which contribute towards the achievement of the 2030 Agenda and Sustainable Development Goals (SDGs). As a newly formed office, GPO builds on existing capabilities within UNOPS and is composed of UNOPS current global portfolios, which are centrally managed across offices in Geneva, Vienna, and New York.

Geneva Office

The Geneva office (GVA) manages a diversified portfolio of 29 global programmes and projects in the fields of health, climate action, water and sanitation, environment, clean energy, and many other sectors. The services include hosting, fund management, advisory services, project/program implementation, procurement, finance, and human resources support.

The Geneva Office supports a number of hosted partnerships with a global remit, including the following partnerships working in health and nutrition: the StopTB Partnership, Scaling Up Nutrition, RBM Partnership to End Malaria, Sanitation and Hygiene Fund and the Global Partnership for

Assistive Technology. The GVA office also manages a number of other global health engagements, including significant health procurement and advisory services for the Global Fund.

The Geneva Office also supports a number of hosted partnerships working in climate action: Sustainable Energy for All (SEforALL), NDC Partnership, Initiative for Climate Action Transparency (ICAT), Santiago network, Forest and Climate Leaders' Partnership (FCLP), Platform on Disaster Displacement (PDD), Accelerated Partnership for Renewables in Africa (APRA).

Role

Under the overall guidance and supervision of his manager, the health, nutrition and climate nexus **Knowledge management analyst - JPO** will plan and coordinate organizational knowledge management initiatives and will be responsible for the timely implementation of relevant action plans.

III. Functions / Key Results Expected

Summary of key results:

1. Knowledge Management Planning
2. Knowledge Management Coordination, implementation and support
3. Other support to the Geneva director's office

1. Knowledge Management Planning
 - In close coordination with the Geneva office Director's team, identify and assess the office's needs for knowledge management inside the Geneva office, taking into consideration the various programmes and hosted engagements, with a focus on health and climate related themes. This will include consulting the global programmes, under the supervision of the JPO's manager
 - Develop a knowledge management plan with clear objectives and deliverables, aligned with key global strategic documents, with the Global portfolio's office's partnership and communications priorities, the Geneva office's strategy and its partnerships and communications strategy.
2. Knowledge Management Coordination, implementation and support
 - Implement the action plan or coordinate its implementation with relevant stakeholders, under the guidance of the manager.
 - Produce knowledge management materials, with a focus on the health, nutrition and climate nexus across the hosted engagement and global health and climate programmes.
 - Support identifying areas requiring regular knowledge management support (market shaping, health, nutrition and climate nexus, and facilitate related meetings and knowledge production and dissemination.
 - Coordinate with the senior communications officer to support internal and external dissemination and optimal uptake, and with the Communications group in HQ
 - Contribute to Partnership and Liaison Group highlights and to Global Portfolios' office highlights, and similar internal communication tools
 - Support targeted knowledge management activities led by global programmes and in line with the office's strategy.
 - Monitor the implementation of knowledge management activities
3. Other support to the Geneva director's office
 - Provide support to ad hoc requests (support with briefing materials, research on specific topics)
 - If required, support with events, communications and partnerships needs

Early draft

V. Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VI. Recruitment Qualifications	
Education:	A Master's degree in public health, nutrition, environmental health, epidemiology, climate studies, international development, political science or a similar relevant field is required.
Experience:	<p>A minimum of 2 years of relevant working experience in the fields of health, nutrition, climate, knowledge management, partnerships or communications is required.</p> <p>Some experience in the UN system organisations is an asset.</p>
Language Requirements:	<p>Full working knowledge of English is essential.</p> <p>Knowledge of another official UNOPS language is an asset</p>

Early draft