

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Junior Professional Officer - Science-Policy Interface

Office/Division/MEA: Industry and Economy Division

Unit: Secretariat of the International Resource Panel

Location: Paris

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 sustainable development within the United Nations System and serves as an authoritative advocate for the global environment.

The overall objective of UNEP's Industry and Economy Division is to encourage decision makers in government, local authorities and industry to develop and adopt policies, strategies and practices and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices, and other tools that assist in environmentally sound decision making and the building of corresponding activities.

The International Resource Panel (hereinafter referred to as the IRP) is a science-policy interface that promotes responsible use and management of natural resources in pursuit of sustainable development.

Launched in 2007 by the United Nations Environment Programme's Governing Council, its objective is to contribute to a better understanding of sustainable development from a natural resources perspective, providing science-based policy options on how to decouple economic growth from environmental degradation while enhancing human well-being.

In order to achieve this, the IRP will use a systems approach to:

- (a) Prepare independent, coherent and authoritative scientific studies and assessments of policy relevance on the sustainable use and management of natural resources and in particular their environmental impacts over the full life cycle;
- (b) Inform international policy discourse and development on emerging challenges and opportunities for the sustainable use and management of and equitable access to natural resources.

Why is the Junior Professional Officer requested/needed?

A Junior Professional Officer post is requested to support the Secretariat of the International Resource Panel. The Secretariat requires support for the delivery of its 2022-2025 Programme of Work and delivering the advocacy, outreach, strategic and

operational aspects of the Secretariat functions. The Secretariat operates on a limited budget while the demands for science-policy relevant support to intergovernmental, multilateral and other forums is increasing. This JPO will play an essential role in bolstering Secretariat capacity, and especially in strengthening partnerships and networks of the International Resource Panel.

Supervision

The Junior Professional Officer will be supervised (first reporting officer) by the Programme Management Officer (P-4) of the Secretariat of the International Resource Panel. The Second Reporting Officer will be the Head IRP Secretariat.

Content and methodology of the supervision

Regular feedback on the progress of activities is obtained by the supervisor through review of work in process. The incumbent is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters. Final results of each set of activities, is reviewed for attainment of objectives and quality of work.)

First appraising officer: Ms Hala Razian

Title first appraising officer: Programme Management Officer

Unit first appraising officer: Secretariat of the International Resource Panel

Location first appraising officer: Paris, France

Second appraising officer: Ms. Merlyn van Voore

Title second appraising officer: Head Secretariat International Resource Panel

Unit second appraising officer: Secretariat of the International Resource Panel

Location second appraising officer: Paris, France

Duties, responsibilities and output expectations

Terms of reference

Supporting development of scientific assessments and related products

In coordination and under the guidance of the Programme Management Officer:

- Assist in the coordination for the development of the '*Summary for Business Leaders*' report of the flagship report, the Global Resources Outlook 2024.
- Support to the development of the 2024 and 2025 **IRP Co-Chair Opinion Piece** – an annual policy oriented editorial style document founded on scientific assessments whose specific science-policy scope is related to resources and sustainability and developed in conjunction with key audiences (especially the G7 and G20) and approved by IRP membership.

Supporting engagement with multilateral and intergovernmental bodies, and strengthened engagement and synergies with science-policy panels

Under the supervision of the Programme Management Officer:

- Support the outreach and strengthened synergies between the International Resource Panel and other science-policy panels including the IPCC, IPBES and

- the soon to be established SPP on chemicals and waste, including by serving as the IRP focal point to UNEP's Ad-Hoc Global Assessment Dialogue.
- Support the organization of capacity building and outreach events related to the works of the International Resource Panel (including organizing side events at high-level and other intergovernmental and/or multilateral for a such as the HLPF, UNFCCC, CBD, UNCCD, G7, G20, WCEF and others).

Operational and administrative support to the IRP Secretariat functions and servicing IRP membership

- Support to the organization of the annual meeting of the International Resource Panel.
- Support to the 2025 Strategic Planning Exercise of the International Resource Panel for the development of the 2026 – 2029 Programme of Work.
- Focal point for the IRP Strategic Partners, and support to the expansion of the IRP Strategic Partners network.

Output expectations

Supporting development of scientific assessments and related products

In coordination and under the guidance of the Programme Management Officer:

- Support to the development of at least three IRP reports – Summary for Business Leaders of the Global Resources Outlook 2024; IRP Co-Chair Opinion Piece 2024; IRP Co-Chair Opinion Piece 2025.

Supporting engagement with multilateral and intergovernmental bodies, and strengthened engagement and synergies with science-policy panels

Under the supervision of the Programme Management Officer:

- Regular coordination meetings of the Ad-Hoc Global Assessment Dialogue attended and reported on, and relevant entry points for strengthened collaboration identified and pursued as relevant.
- Support the organization of capacity building and outreach events related to the works of the International Resource Panel (including organizing side events at high-level and other intergovernmental and/or multilateral for a such as the HLPF, UNFCCC, CBD, UNCCD, G7, G20, WCEF and others).

Operational and administrative support to the IRP Secretariat servicing functions for its constituency

- Successful organization of annual meetings of the International Resource Panel.
- 2026-2029 Programme of Work of the International Resource Panel finalized and approved by the IRP's governing bodies.
- Regular and formalized information exchange between strategic partners is established, and engagement of membership in the network is renewed and or expanded.

Travel

For both years, it is anticipated that the JPO will undertake travel to the annual meetings of the International Resource Panel, as well as travel as necessary to the relevant working

group meetings of the substantive products that s/he will support. Further, as appropriate, travel to attend advocacy, capacity building and outreach events related to the work of the JPO is envisaged.

Training and Learning Elements

Training

The JPO will be required to undergo the mandatory training modules of the United Nations Secretariat.

Further, as part of the Induction to the IRP, the JPO will be invited to complete relevant e-learning courses of the International Resource Panel, found at: <https://www.resourcepanel.org/e-learning-courses>

The JPO will also have access to the regularly scheduled array of professional development courses offered by UNEP and the UN Secretariat, as well as access to learning and development materials provided free of charge. Learning elements:

After one year the Junior Professional Officer is able to:

- Demonstrate expertise and knowledge of sustainable natural resource management solutions – especially resource efficiency sustainable consumption and production and a circular economy - and its linkages to intergovernmental agreements especially on climate, biodiversity and pollution.
- Organize and plan advocacy and outreach events at multilateral, intergovernmental, high-level and other relevant fora.
- Service and deliver secretariat functions to members, including organization of annual meetings and servicing of governing bodies and partners.
- Understand the linkages between UNEP, intergovernmental and multilateral bodies, and the science-policy interface.
- Develop and deliver professional presentations.
- Demonstrate knowledge of the UN system.
- Understand multicultural work environment.

After two years the Junior Professional Officer is able to:

- Write short policy briefs and/or scientific products related to the sustainable management of natural resources and the triple planetary crisis.
- Coordinate a diverse group of stakeholders (academia, government, not-for profit sectors and others) in the delivery of science-policy research products.
- Organize stakeholder consultations to inform strategic planning exercise.
- Research, develop and negotiate – including through internal and external consultations – a four-year strategic programme of work.
- Develop briefing notes for senior management and high-level officials.
- Benefit from strong networks within and across UNEP.

Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in natural resources management, sustainability, industrial ecology, life-cycle assessment, economics, developmental studies or similar fields. A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

Skills

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required. Knowledge of another UN language is desirable.

Working experience

A minimum of two (2) years of progressively responsible experience in project/programme management, administration or related area, especially in the area of sustainable resource management, sustainability, and the triple planetary crisis.

Experience in developing, implementation, planning and reporting of projects activities is required.

Experience at the international level e.g. in sustainable development and implementation of environmental related programmes, projects and activities focused on natural resource management and climate, biodiversity or pollution is desirable.

Competencies

PROFESSIONALISM: Knowledge and understanding of theories, concepts and approaches relevant to programme/project management. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. The ability to analyze and interpret data in support of decision-making and convey resulting information to management. Shows pride in work and in achievements. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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 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.

Living conditions at duty station

N/A – 'A' Duty Station