

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: JPO - Partnership for Action on Green Economy

Division: Industry and Economy Division

Unit: Partnership for Action on Green Economy Secretariat Unit – Resources and Markets Branch

Location: Geneva, Switzerland

Duration: Two years (with the possibility of extension for a third year)

Background information on UN Environment and the requesting Unit

UNEP has the following mission:

To provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations.¹

The need for sound environmental governance underpins all efforts to create sustainable development. UNEP is the voice for the environment within the United Nations system. UNEP acts as a catalyst, advocate, educator and facilitator to promote the wise use and sustainable development of the global environment. To accomplish this, UNEP works with a wide range of partners, including United Nations entities, international organizations, national governments, non-governmental organizations, the private sector and civil society.

Since the Rio+20 Conference in 2012, green economy, in the context of sustainable development and poverty eradication, was recognized as one of the important tools available for achieving sustainable development. While the traditional economic models applied over the last decades delivered fast economic growth, and reduced poverty in parts of the world, this came with increased inequalities and environmental deterioration. Poor environmental quality, threats to human health and bad living conditions are exacerbating social tensions and constraining countries' potential for future growth.

Many countries have realized that economic planning and practices require rethinking and have started to take actions to advance an inclusive green economy or related concepts such as green growth, ecological civilization or low-carbon, climate-resilient and circular economy. While the policies and practices vary from country to country, the objective remains the same: meeting of human needs and aspirations whilst avoiding environmental degradation.

Industry and Economy Division, Resource and Markets Branch

UNEP's Industry and Economy Division supports partners across governments, private sector and civil society to develop and implement policies, strategies and practices for

¹ Please visit www.unenvironment.org for more information on UN Environment's work

sustainable development. Located within this Division, the Resources and Markets Branch enhances the capacity of partners to integrate environmental considerations into economic policies and practices. A particular focus of Resources and Markets Branch is UNEP's work related to Green and Circular Economy, including the Partnership for Action on Green Economy (PAGE).

Partnership for Action on Green Economy²

The Partnership for Action on Green Economy (PAGE) deploys the joint expertise of five UN agencies – ILO, UNEP, UNIDO, UNDP and UNITAR - and is recognized as a model for delivering coordinated UN system support to countries for achieving Sustainable Development Goals (SDGs) and targets of the Paris Agreement. Since its inception in 2013, it has grown into a prominent alliance of five UN agencies, eight funding partners and 22 countries that work together to reframe national economic policies around sustainability to foster economic growth, create income and jobs, reduce poverty and inequality, and strengthen the ecological foundations of their economies.

PAGE is a demand-driven programme with the ambition to inspire and inform a global green and circular economic transformation and enable economic reforms in interested countries. PAGE sees its strength in linking directly to governments' national planning frameworks and enabling the integration of green and circular economy principles and objectives through evidence-based analysis and policy advice. To further operationalise national strategies, PAGE supports the design of policy and financing measures to advance sectoral and thematic reforms. With an upstream focus, PAGE operates as a global platform and knowledge hub to inform global debates and agenda setting, develops analytical tools, offers capacity development and learning, and connects countries for peer-to-peer learning and South-South and Triangular Cooperation.

The Secretariat of the Partnership, hosted in UNEP, provides the overall management for the interagency programme, including strategic planning and substantive guidance, as well as management of its governance structure, donor relations and outreach and communication.

The organizational chart of the PAGE Secretariat Unit is included as Annex 1 (in a separate document).

Why is the Junior Professional Officer requested/needed?

In 2023, PAGE has updated its future strategy to bring its ambitions in line with a fast-evolving global context, which on the one hand is marked by land-mark agreements (such as Agenda 2030 for Sustainable Development, the Paris and Kunming-Montreal agreements) and on the other hand by new economic and finance challenges making it harder for countries to fulfil their sustainability commitments. In this complex global context, PAGE aims to capitalise on the expertise of its constituent UN agencies, the economic expertise of the wider UN and PAGE's own network of partner countries to support necessary policy reforms. Over the next four years, the partnership plans to roll

² Please visit <http://www.un-page.org/> for more information on PAGE's work

out a comprehensive and multi-layered programme to provide targeted and strategic support to countries for urgently needed policy reforms. This will be combined with a package of global and regional activities aimed at influencing global policy debate, facilitating South-South Collaboration, and analysing key policy levers for a transition to a green and circular economy.

In this context, the PAGE Secretariat, would like to strengthen its ability over the next two to three years to i) attend to the increasing number of countries requesting policy support, and ii) successfully deliver the planned scale-up of regional and global knowledge exchange, capacity development and network of partners. The PAGE Secretariat would consequently greatly benefit from the enthusiasm and skills of a Junior Professional Officer that would play an integral role in supporting the delivery of the updated strategy at country and global levels. One unique benefit for a JPO position in the PAGE Secretariat is the candidate's exposure to different UN partners, which would provide insights in a wider range of subjects and approaches, allowing for wider learning and building of professional networks.

As in previous cases, the JPO could be part of a strategic contribution to PAGE by one of its key funding partners (e.g., Germany, Sweden, or Republic of Korea). Sweden and Republic of Korea have supported earlier JPOs in the PAGE Secretariat.

It is envisaged that the JPO will be a core member of the PAGE Secretariat team, with a focus on overseeing delivery of the global and regional work package and a coordinating role for the delivery of countries support under a globally coordinated policy response mechanism. This will require a wide range of technical inputs (e.g., design of South-South collaboration activities, preparation of country support package, coordination of expert groups, development of concepts for strategic global events, review of and comments on consultancy reports, drafting reports and briefing notes on different elements of green and circular economy). In addition, the JPO can play a key role in project management (e.g., preparing project documents, annual work plans, contracts and related to financial management).

Supervision

The incumbent will be under the overall guidance of the Industry and Economy Division, Resources and Markets Branch and will be under direct day-to-day supervision of the Head of the Secretariat of the Partnership for Action on Green Economy. The JPO will also liaise with programme officers and administrative staff and coordinate with them to implement the duties according to programme priorities.

The JPO develops his or her workplan through the United Nations Performance Appraisal System (ePAS) and receives biannual evaluations that include review of the progress, problems, discussions on job satisfaction, discussion on the development plan and learning objectives.

Content and methodology of the supervision

The JPO will be fully integrated into the PAGE Secretariat Team, which is a small team with four staff members and additional consultants and interns. The JPO will be a substantial member of the team, participate in semi-weekly team meetings and interact daily with other team members. The JPO will receive immediate guidance from the Senior Programme Manager and be under the direct supervision of the Head of PAGE Secretariat. Supervisor and JPO will schedule weekly bilateral meetings to discuss work portfolio, progress on tasks, accomplished learning, immediate emerging opportunities resulting from developments in the programme, and any other issues. Outputs produced by the JPO will be guided and reviewed by senior team members with substantive feedback and suggestions. For any emerging issues, ad-hoc meetings are also always possible, as PAGE Secretariat Team has an open-door policy.

As part of the workplan development in the beginning of the JPO programme, JPO and supervisor will identify overall learning objectives and areas of expected development, considering earlier experience of JPO and future ambitions. As part of the weekly bilateral meeting, once a month the discussion will explicitly focus on job-satisfaction and achieved learning with the option to make adjustment in a timely manner.

First appraising officer: Ms. Vera Weick

Title first appraising officer: Officer-in-Charge, PAGE Secretariat

Unit first appraising officer: PAGE Secretariat Unit

Location first appraising officer: Geneva

Second appraising officer: Ms. Elisa Tonda

Title second appraising officer: Chief of Branch

Unit second appraising officer: Resources and Market Branch

Location second appraising officer: Geneva

Duties, responsibilities and output expectations

Terms of reference

- Contribute to the development and delivery of PAGE global outreach and South-South Exchange activities, including drafting of concept notes, consultant contracts, detailed work plans, related reports, or other related agreements and documents;
- Support PAGE agencies and national coordinators in the design of policy support activities and related monitoring of results achieved at country level;
- Contribute to the organization, logistical arrangements and delivery of international conferences, workshops, high-level outreach events and partnership meetings at global level;
- Coordinate preparations and provide substantive inputs for the meetings of PAGE Governance bodies and contribute to the development of related background documents and briefings (such as Management Board, Technical Team and the Steering Committee);

- Support development of concepts and strategies for the overall operation of the interagency partnership and its future development and expansion;
- Contribute to the development of written communication materials such as brochures, leaflets, website texts, newsletters and other on-line tools.

Output expectations

As a member of the Secretariat of PAGE, the JPO will contribute to the overall expected outputs of the programme which include among others (non-exhaustive):

- Comprehensive support provided to countries for policy reforms that support a transition to a green and circular economy;
- Increased action taken in programme countries to develop national planning frameworks guided by green and circular economy objectives and design of related policies, instruments, and initiatives;
- Institutional and individual capacity development and increased knowledge through South-South and Triangular cooperation on green and circular economy policies;
- Increased awareness and attention worldwide from governments, private sector and civil society on the opportunities for accelerating a transition to a green and circular economy;
- Consolidated and operational partnership among UN agencies on green economy at global, regional and country levels, with a wider network of partners for delivery.

Travel

It is expected that the JPO will travel during the period of his/her placement. Travel could be to PAGE countries for specific events, to technical meetings within PAGE governance process as well as to international or regional events in different locations.

Missions and travel envisaged during first year of assignment:

Tentative: Travel to one governance meeting held outside Geneva; Travel to one global or regional capacity development and South-South Collaboration event.

Missions and travel envisaged during second year of assignment:

Tentative: Travel to one country specific event; Travel to one global or regional capacity development and South-South Collaboration event.

Missions and travel envisaged during third year of assignment (if applicable): (to be decided)

Training and Learning Elements

Training

The JPO is encouraged to enrol in the UN Office at Geneva (UNOG) language training, providing training in all official UN-languages, to work on proficiency in UN languages. Depending on earlier knowledge, French and Spanish are most useful in PAGE. The JPO also has the possibility to participate in other trainings offered by UNOG within the limit of available places, such as competency-based interviewing skills, results-based management and project management. In addition, he or she will also be provided opportunities for on-the-job-learning through challenging tasks serving as learning experience. Substantive learning through participation in PAGE offered training courses (on-line or as part of global academies) is also a possibility. JPO is encouraged to take other - out-side UN - training courses to improve substantive knowledge within the budget provided by the JPO programme.

The supervisor and JPO will discuss and agree on specific training needs and opportunities (for example in relation to project development and management).

Learning elements:

After one year the Junior Professional Officer is able to:

- Draft quality documents, communication materials and reports that relate to policy support in the field of green and circular economy;
- Effectively support the delivery of an interagency programme requiring a governance structure and the coordination of different partners;
- Support the provision of technical services in line with UN Rules and Regulations.

After two years the Junior Professional Officer is able to:

- Design and support the delivery of global or regional outreach and knowledge exchange activities that require the input of and coordination with different partners;
- Communicate on research and/or policy results which related to green and circular economy policy design and implementation (e.g., economic-social-environment linkages, entry points for policy reforms and anticipated results);
- Draft project documents, reports and budgets and agreements in line with UN Rules and Regulations.

After a potential third years (if applicable) the Junior Professional Officer is able to:

- Fully understand delivery of programmes under UN rules and regulations, including understanding and experience with elements such as UN Multi-Partner-Trust Funds, the Delivering as One UN, and UN system-wide support.
- Understand all important elements of the design and delivery of comprehensive UN programmes and related project management tasks (work planning, reporting, quality control, programme evaluation, etc.)
- Initiate and facilitate technical meetings involving different partners and requiring substantive preparation, a clear structure, and anticipation of expected results.

Qualifications and experience

Qualifications

- Education: Masters degree or equivalent advanced degree in a related field of expertise (E.g., Environment and natural resource management, economics, development studies, political science, international relations). A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

Skills:

- Good computer skills and excellent analytical and communication skills, including the ability to draft a wide selection of written communication and to articulate ideas in a clear and concise manner;
- Good project cycle management skills covering project design, implementation and monitoring;
- Good interpersonal skills, previous exposure to cross cultural environments is advantageous;
- Ability to work well in a team whilst also having the capacity and initiative to work independently;
- Working experience in a developing country is an asset.

Work experience:

At least 4 years of relevant working experience according to the advertised TOR at national level or 2 years at international level, preferably in a development cooperation setting and with a sustainable development or environmental economics focus. Experience in implementation of environment related programmes, projects and activities is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required. Working knowledge of French or Spanish is an asset.

Competencies

The principal competencies required to carry out the duties of the job are: Teamwork, Planning and Organisation, and Communication.

The candidate should have:

- A clear understanding of sustainable development and in particular economic and social factors that influence development trajectories, especially in developing countries;

- Strong communication skills, with ability to communicate clearly in written and verbal form with a wide range of partners;
- Strong organizational and planning skills, with the ability to prioritize and focus on results;
- The ability to integrate into a team and work with other team members in a productive manner; and
- The Ability to work in a multicultural context.

Living conditions at duty station

The UN classifies Geneva as H class duty station (head quarter) entitling UN staff to bi-annual home leave.

Geneva enjoys normal living conditions for a European country.

(Comprehensive security advice and support is provided upon arrival)