

**UN ENVIRONMENT PROGRAMME  
JUNIOR PROFESSIONAL OFFICER REQUEST**

**General Information**

Post Title: Junior Professional Officer  
Office/division/MEA: INC Secretariat Plastic Pollution  
Unit: INC Secretariat Plastic Pollution  
Location: Nairobi, Kenya  
Duration: 2-3 years

**Background information on UN Environment and the 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.

The fifth session of the United Nations Environment Assembly (UNEA) adopted resolution 5/14 on plastic pollution, including in the marine environment, and provided the mandate for the establishment of an intergovernmental negotiating committee to develop a legally binding instrument on plastic pollution, including in the marine environment. The intergovernmental negotiating committee is to conclude its work by end of 2024. The international legally binding instrument on plastic pollution, including in the marine environment, could include both binding and voluntary approaches, based on a comprehensive approach that addresses the full life cycle of plastic.

The Junior Professional Officer will work in the INC secretariat on Plastic Pollution in the Deputy Executive Director's Office of UNEP. The JPO will support the implementation of UNEA resolution 5/14 "Ending plastic pollution: towards an international legally binding instrument".

**Why is the Junior Professional Officer requested/needed?**

Under the direct supervision of the Administrative Officer, the JPO would support the logistical preparations of sessions of the INC as well as other meetings including regional consultations.

*UNEA resolution 5/14 brings significant additional workload in a tight timeframe. To respond to this increased demand and to ensure the efficient delivery of actions related to these responsibilities, there is a clear need to increase the human resources for marine litter and plastic pollution work. A Junior Professional Officer for 2-3 years would greatly increase implementation.*

**Supervision**

Direct supervision: Ms. Ailis Rego  
Title of supervisor: Administrative Officer, INC secretariat for Plastic Pollution  
Unit supervisor: INC secretariat for Plastic Pollution  
Location supervisor: Nairobi  
Address: P.O. Box 30552, 00100 Nairobi, Kenya  
e-mail of supervisor: ailis.rego@un.org

The e-performance system is to be used to appraise the Junior Professional Officer. The performance appraisal is also submitted to the donor-government.

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

The Junior Professional Officer will be introduced to the work of the relevant unit and related programmes/projects after which work programme discussion will take place to provide guidance for the development of the Performance Appraisal System including measurable targets and project implementation goals. Weekly meetings would address assessment of short-term accomplishments, and review of problems, while quarterly meetings would focus on discussions on job-satisfaction, guidance in the development of the work plan and project implementation. Learning objectives will be developed with quarterly and annual targets.

General objectives, desired results and anticipated problems are discussed beforehand with the incumbent. 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 are reviewed for attainment of objectives and quality of work.

First appraising officer:	Ms. Ailis Rego
Title first appraising officer:	Administrative Officer
Unit first appraising officer:	INC Secretariat
Location first appraising officer:	Nairobi, Kenya
Second appraising officer:	Mrs. Jyoti Mathur-Filipp
Title second appraising officer:	Executive Secretary
Unit second appraising officer:	INC Secretariat
Location second appraising officer:	Nairobi, Kenya

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

### **Terms of reference**

The Junior Professional Officer will mainly be responsible of the following activities:

- Provides operational meetings servicing support for intergovernmental meetings held at Headquarters and other locations by intergovernmental organs as mandated.
- Ensures that meeting requirements in terms of services and facilities are met as requested by the servicing, technical departments and relevant secretaries.
- Drafts and ensures distribution of the daily information sheets on the next day's schedule that form the basis for the assignment of staff to the various meetings.
- Provides guidance to coordination meetings, interdepartmental task forces, planning and working groups preparing for special conferences and matters related to servicing of meetings.
- Ensures the compilation of meetings servicing statistics as requested.
- Coordinates the provision of eStatements (digital delivery of statements made by participants).
- Ensures that all requests for special accessibility arrangements and reasonable accommodation for intergovernmental meetings are met.
- Identifies and brings priority issues, as relevant, to the attention of the Chief and monitors the status of key deliverables in all aspects of the Unit's work-programme.
- Participates in the weekend duty for any scheduled meetings of the Security Council.
- Supports the Chief in the day-to-day administration of the Unit and assumes the role of Officer in charge during his/her absence.
- Performs other related duties as required.

### **Output expectations**

- 1) Contribute to the intergovernmental negotiating committee process secretariat services.
- 2) Successful reporting on the implementation of UNEA resolutions.
- 3) Strong communications with member states and stakeholders in the intergovernmental negotiating committee process.

### **Travel**

Missions and travel will be demand based and funded from the programme. During the first year, the Junior Professional Officer will go on a minimum of 3 missions. Other travels related to the implementation of the programme most likely happen based on the demand and need.

Missions and costs of travel envisaged during the first year of assignment US\$ 10,000.

Missions and costs of travel envisaged during the second year of assignment US\$ 10,000.

Missions and costs of travel envisaged during the third year of assignment (if applicable) US\$ 10,000.

### **Training and Learning Elements**

#### **Training:**

Training will be an important part of the Junior Professional Officer assignment, and the incumbent will be requested to take various mandatory UN training as well as periodical training related to the content of the work. In addition, to on the job training the Junior Professional Officer will have access to language training, computer training, Performance Appraisal training as well as substantive training for discussion with the Junior Professional Officer.

In addition to formal training, the supervisor will provide coaching and the JPO will get the opportunity to interact with other Divisions of UNEP. The Junior Professional Officer will also be required to travel to conferences and workshops related to plastic pollution.

#### **Learning elements:**

After one year the Junior Professional Officer is able to: support secretariat services to the intergovernmental negotiating committee; understand technical issues in relation to plastic pollution, write meeting documents, according to UN standards, and monitor progress in solving problems. The Junior Professional Officer will also have increased knowledge of the UN system, contacts in and outside the UN system, understanding multicultural work-environment, and have increased familiarity with UN rules and regulations.

After two years the Junior Professional Officer is able to: support efforts of contact groups in the intergovernmental negotiating committee; undertake projects and assignments that will contribute to the successful implementation of the resolution UNEP/EA.5/Res. 14; be fully acquainted with the practices to be followed in the organization of large intergovernmental meetings; coordinate various networks of key players in the intergovernmental negotiating committee space; prepare internal and external reporting. The Junior Professional Officer will also have improved negotiating skills, editing/writing/reporting, and organizational/evaluation skills.

After three years (if applicable) the Junior Professional Officer is able to: to be determined with the JPO if applicable.

### ***Qualifications and experience***

#### **Qualifications:**

Advanced university degree (Master's degree or equivalent) in business administration, management or a related area. A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Skills/Working experience:**

Length and type of practical experience at the national, and if so required, at the international level: At least 4 years at the national level, or 2 years at the international level e.g., administration, conference management or a related field; Advanced IT skills are 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.

#### **Competencies:**

The candidate should have:

- 1) **Good communication skills:** speaks and writes clearly and effectively in English – working knowledge of Spanish or French would be an asset
- 2) **Teamwork:** able to work in collaboration with colleagues from different backgrounds and with different nationalities; solicits guidance where appropriate from his/her supervisor
- 3) **Creativity:** Not bound by current thinking or traditional approaches and seeks to consider new ideas and approaches to problem solving

#### **Living conditions at duty stations**

Nairobi has recently been classified by the UN as a "B" hardship duty station. Normal living conditions for a developing country in Africa.