

**UNITED NATIONS ENVIRONMENT PROGRAMME  
JUNIOR PROFESSIONAL OFFICER REQUEST**

**1. General Information**

Title:	Junior Professional Officer
Organization:	UNEP - United Nations Environment Programme
Unit and Office:	CCAC Secretariat, Industry and Economy Division
Country and Duty Station:	Paris, France
Duration of assignment:	2 years

**2. Background Information**

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 UNEP-convened Climate and Clean Air Coalition (CCAC) is a partnership of governments, intergovernmental organizations, and representatives of the private sector, the environmental community, and other members of civil society. It is the only international initiative working on integrated climate and clean air solutions to reduce the rate of near-term warming. It focuses on fast action to reduce emissions of short-lived climate pollutants (SLCPs) including methane, black carbon, HFCs and tropospheric ozone.

UNEP hosts the Trust Fund and Secretariat at the Industry & Economy Division in Paris.

More information about the CCAC is here: [www.ccacoalition.org](http://www.ccacoalition.org)

The CCAC also provides secretariat services to the Global Methane Pledge, a voluntary commitment to reducing global methane emissions by 30 percent by 2030, from 2020 levels. More information is here: [www.ccacoalition.org/content/global-methane-pledge](http://www.ccacoalition.org/content/global-methane-pledge)

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

The CCAC Secretariat seeks a JPO to support its project managers with overseeing and coordinating projects. The responsibilities will include contributing to supporting the CCAC Hubs related to methane, engaging in developing country support (including integrated climate and clean air planning, with a specific focus on how this enables action on methane), advising on technology and economic assessments as part of the CCAC's Technology and Economic Assessment Panel (CCAC-TEAP), advancing the interactions with the development assistance system and providing support to the Global Methane Pledge.

The JPO will support the CCAC/GMP work that involves a wide range of national government officials and technical experts from organisations across the CCAC and GMP networks. To succeed in this fast-paced and diverse working environment, candidates will need to be knowledgeable in environmental/climate policy/science as well as international relations and partnership building.

**3. Supervision**

Title supervisor: Programme Management Officer (P4)  
Unit supervisor: Head of CCAC Secretariat (D1)  
Location supervisor: Paris, France

The E-Performance system is to be used to appraise the Junior Professional Officers. The Performance Appraisal is also submitted to the donor-government.

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

The JPO will be introduced to the work of the CCAC and related programmes/projects after which a work plan discussion will take place to provide guidance for the development of the Personnel Appraisal including measurable targets and project implementation goals.

Weekly meetings will take stock of short-term accomplishments and review issues and challenges faced. Quarterly meetings will provide an opportunity for focused discussions on job-satisfaction, guidance in the delivery of the JPO's 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, procedure or other sensitive matters. Final results of each set of activities, is reviewed for attainment of objectives and quality of work.

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

1. Support convening of CCAC Hubs related to methane
  - Prepare agendas, ensuring engagement of key actors and countries.
  - Prepare background briefings, including updates from CCAC-funded projects.
  - Contribute to planning and strategy.
  - Make recommendations to enhance/accelerate action.
2. Developing country support
  - Support delivery of the Methane Roadmap Action Programme.
  - Prepare case studies integrated climate and clean air planning that supports methane action.
  - Prepare advice for country engagement, including possible sectoral mitigation or national planning projects that are high priority for CCAC Hubs.
  - Facilitate matchmaking by linking to the cooperation with the development assistance system (CCAC Finance Strategy).
3. Technology and economic assessments
  - Identify innovative approaches and technologies.
  - Conduct initial research to support CCAC-TEAP Co-Chairs.
  - Prepare briefings and connect CCAC-TEAP work with Hubs.
  - Facilitate unlocking of finance for technologies assesses, via linkages with the development assistance system.
4. Support Global Methane Pledge secretariat role

- Draft documents, especially updates on sectoral actions and strategies
- Recommend strategies and actions for CCAC and/or GMP political efforts, project funding, etc.
- Provide support to the development of agendas and documents for GMP ministerial level meetings.
- Other ad hoc duties.

## **Travel**

Missions and travel will be demand-based and funded by the CCAC. During the first year, the JPO will go on a minimum of 2 missions. Other travel will depend on the entire CCAC work plan and budget.

## **6. Training and Learning Elements**

### **Training**

Training will be an important part of the JPO 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 JPO will have access to language training, computer training, Performance Appraisal training as well as substantive training for discussion with the JPO.

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 JPO will also be required to travel to conferences and workshops related to the CCAC's work.

### **Learning elements**

After one year the JPO is able to:

- Support strategy development for methane sectors.
- Provide direct advice to developing countries, especially to advance methane action.
- Understand new innovations and technologies to reduce SLCPs.
- Effectively convene national government and technical experts from across the world.

The JPO 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 regulations and rules.

After two years the JPO is able to:

- Turn agreed strategies into operational successes.
- Produce documents with recommendations that inform strategy and action.
- Provide direct technical support to developing countries on key methane actions

The JPO will also have improved negotiating skills, editing/writing/reporting, and organizational skills

## **7. Qualifications and experience**

### **Education**

Master's degree in environmental policy or science, international relations, law or a related area.

### **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., in international law, environmental law, sustainable development or related fields and implementation of related programmes, projects and activities is required. Experience with planning and organizing international meetings is desirable. 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; working knowledge of another UN official language would be an asset.

### **Competencies**

The candidate should have the following competencies/skills:

- **Good communication:** speaks and writes clearly and effectively in English; listens to others, correctly interprets messages and responds appropriately; tailors language to match the audience.
- **Strong teamwork:** able to work in collaboration with colleagues from different backgrounds and with different nationalities; solicits guidance where appropriate from his/her supervisor.
- **Highly organised:** develops clear goals consistent with agreed strategies, identifies and adjusts priorities and allocates sufficient time and resources for completing tasks.