

## **UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

Post Title: Junior Professional Officer - Sustainable Development Goals (SDGs) - High quality monitoring and reporting, analytical research and tools for capacity building.

Unit: SDG and Environment Statistics Unit, Capacity development and Innovation Branch, Early Warning and Assessment Division

Location: Nairobi

Duration: 2-3 years

### **Background information on UN Environment and the requesting Unit**

The United Nations Environment 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 (UN) system and serves as an authoritative advocate for the global environment.

The Early Warning and Assessment Division provides timely, scientifically credible, policy-relevant environmental analyses, data and information for decision-making and action planning for sustainable development. It monitors, analyzes and reports on the state of the global environment, assesses global and regional environmental trends and provides early warning of emerging environmental threats. To this end, Early Warning and Assessment Division manages UNEP Live, UN Environment's shared knowledge management system that provides contextualized data, information, and scientific knowledge to keep the environment under review. UNEP Live is increasingly being used to underpin a variety of assessments and features a SDGs portal. In addition, The Early Warning and Assessment Division has developed a national Indicator Reporting System (IRIS) that can support countries in sharing and reporting on environmental relevant to Internationally Agreed Environmental Goals and the universal Sustainable Development Goals (SDGs).

The SDG and Environment Statistics Unit supports the coordination of UN Environment's contribution to the Follow-up & Review of the 2030 Agenda and the Sustainable Development Goals (SDGs) through three areas of work: (i) High quality monitoring and reporting on the environmental dimension of sustainable development (ii) Analytical research and tools for better understanding the environmental dimension of sustainable development, and (iii) Tools and training for capacity building of developing countries to measure, monitor and report on the environmental dimension of the SDGs.

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

The Junior Professional Officer would work with the team in the Sustainable Development Goals (SDGs) and Environment Statistics Unit and the Regional Offices on indicators informing policy through integrated analytics. Policy makers at the national level have expressed the need to strengthen the evidence-base for informed and integrated sustainable development policy making. Information on the environment and the linkages between the environment and economic and social development is often not available.

Efforts to improve data and statistics need to be complemented with improved statistical understanding by policy makers – to ensure that the statistics that are compiled are also used for balanced policy interventions. This will include building national and regional capacity to produce and use environment statistics for monitoring the SDGs and other related policy monitoring based on national priorities.

The Junior Professional Officer is required for 2-3 years

### **Supervision**

The JPO will work under the direct supervision of:

Title supervisor: Senior Programme Officer/Head of Unit

Unit supervisor: SDG and Environment Statistics Unit

Location supervisor: Nairobi, Kenya

The JPO and Supervisors will use Inspira, the UN Secretariat platform for online ePerformance, to structure the timing and methodology of feedback and tracking of performance. The performance evaluations will be made available to the donor Government.

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

The Sustainable Development Goals (SDGs) and Environment Statistics Unit and in particular the supervisor will provide high-quality supervision, guidance and mentoring to the Junior Professional Officer including the following elements:

- The Supervisor will brief the Junior Professional Officer on arrival, as well as carry out introductions to the UNEP Regional Offices and Early Warning and Assessment Division colleagues.
- Relevant internal induction documents will be provided to enable the Junior Professional Officer to explore and learn elements of UN Environment's work on a regular basis.
- The Junior Professional Officer will be invited to regular coordination calls taking place biweekly in the Sustainable Development Goals (SDGs) and Environment Statistics Unit, and bi-monthly Branch meetings.
- Work plans for the Junior Professional Officer will be discussed in the context of the Objectives and Expectations of the Office's priority areas. The style of supervision will be inclusive and involve daily consultations, and regular feedback on the progress of work assigned both individually and with the relevant Programme Teams.

- The Junior Professional Officer and Supervisors will use INSPIRA, the UN Secretariat platform for online ePerformance, to structure the timing and methodology of feedback and tracking of performance.
- Feedback on the execution of activities will be provided in relation to the delivery of agreed outputs in the work plan.

First appraising officer: Dr. Ludgarde Coppens

Title first appraising officer: Head of Unit

Unit first appraising officer: Sustainable Development Goals (SDGs) and Environment Statistics Unit

Location first appraising officer: Nairobi, Kenya

Second appraising officer: Alexandre Caldas

Title second appraising officer: Chief of Branch

Unit second appraising officer: Early Warning and Data Analytics Branch

Location second appraising officer: Nairobi, Kenya

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

Terms of reference

As part of the UNIT team, the Junior Professional Officer will contribute to the following activities:

- Support the development of the 3rd edition of Measuring Progress on Sustainability Gap, the SDGs and Environmental Policy
- Research on the methodology for specific gender-environment related indicators
- Support the development of the Common Country Analysis, through mapping of existent environmental data and information, capacity gaps analysis in terms of data and statistics and assist with the design and development of visualization tools for showing the progress made by countries and regions in the implementation of the 2030 Agenda
- Analyze and map inter-linkages between targets and indicators of Sustainable Development Goals (SDGs), global and regional Multilateral Environmental Agreements (MEAs) and International Initiatives
- Contribute to the organization of Data Producer-User Workshops at national and regional level to improve the use of data and statistics to inform policy making on environmental issues.
- Attend and contribute to key meetings on Environment statistics and Sustainable Development Goals (SDGs) identified by the unit

Output expectations

The work of the Junior Professional Officer will contribute to the achievement of the following outputs:

- Publication of the 3rd Measuring Progress Report and Launch for Stockholm +50
- Mainstreaming of Gender in Environment Statistics through production of indicator methodologies for gender-environment indicators
- Mapping of inter-linkages between targets and indicators of Sustainable Development Goals (SDGs), and global and regional Multilateral Environmental Agreements (MEAs) visualized on Environment Live / World Environment Situation Room
- Dialogues between Producers (National Statistics Office) and Users (Policymakers) of environment statistics and information

### **Travel**

The Junior Professional Officer will undertake estimated 3 missions per year related to the Terms of Reference

- Autor Meetings related to the drafting of the 3rd Measuring progress Report
- Country missions to facilitate Data Producer User Dialogues
- Meetings on gender-environment

### **Training and Learning Elements**

#### **Training**

The Junior Professional Officer will be offered the opportunity to undertake the following training courses:

- Results-based management training and career development planning: the Junior Professional Officer will be offered opportunities to participate in UN Environment's results-based management training and undertake relevant training programmes organized by the UN system
- UN Environment's online training programmes: the Junior Professional Officer will be provided the opportunity to undertake a variety of programmes provided by UN Environment including Gender Mainstreaming, Social Safeguards, Environment and Resource Efficiency.
- On the job training: the supervisors of the Junior Professional Officer are committed to providing daily on the job training for the Junior Professional Officer's effective operation in the UN system.
- Specialized training will be agreed in consultation with the supervisor.

#### **Learning elements:**

After one year the Junior Professional Officer is:

- Able to apply knowledge of the UN system and the role of UN Environment within the UN system. Understands UN Environment's programmatic and operational structures and related rules and regulations
- Familiar with UN Environment's role within the UN system in supporting countries to monitor and report on the Sustainable Development Goals (SDGs) through indicators.

- Experienced with planning and organizing national, sub-regional and regional meetings and workshops.
- Able to analyze and draft reports, technical papers and background documents to support UN Environment's work.

After two years the Junior Professional Officer:

- Has strengthened expertise and skills acquired in Year One.
- Appreciates challenges and opportunities for the implementation of UN Environment's work related to Sustainable Development Goals (SDGs)
- Appreciates the dynamics of the intergovernmental processes and UN engagement in countries and the approaches needed to engage with partners and support to meet needs of Member States related to Sustainable Development Goals (SDGs).
- Applies skills gained to plan future career development in international environment affairs, assessment and/or statistics either in government agencies, international agencies, the UN, non-governmental organizations, research institutes or the private sector.
- Delivers training at country and regional level on Sustainable Development Goals (SDGs)
- Has improved understanding of the gender-environment nexus

After three years (if applicable), the JPO:

- Has strengthened expertise and skills acquired in Year One and Two.

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

#### ***Qualifications:***

An advanced university degree (Master's degree or equivalent) with a focus on environment and/or sustainable development and/or mathematics/statistics or a first degree with a relevant combination of professional and academic qualifications.

#### ***Skills:***

Proficiency in Windows, Micro Soft Office suite and skills in developing animated PowerPoint presentations. Fluency in oral and written English is essential. Working knowledge of other UN languages is an asset. Good writing and presentation skills, information Communication Technology (ICT) skills are needed.

#### ***Working experience:***

At least 3 years' experience at the national level, or 1 year at the international level, in fields associated with the post.

Experience in work related to data and indicators is an advantage.

### ***Competencies***

- **Professionalism:** Ability to identify issues, analyze and participate in the resolution of problems. Ability to write project documents for donor funding. Ability to conduct data collection using various methods. 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. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in

achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. 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 in a multi-cultural environment 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.
- Creativity: Actively seeks to improve programmes or services, offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things.

***Living conditions at duty station***

Normal living conditions for a developing country in Africa.