

UN ENVIRONMENT PROGRAMME - JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: **Associate Programme Officer (Global Environment Outlook)**

Unit: Global Assessments Unit, Early Warning and Assessment Division

Location: Nairobi

Duration: 2 years

Background information on UNEP and the requesting Unit

The UN Environment Programme (UNEP), established in 1972, is the voice for the environment within the United Nations system. UN Environment acts as a catalyst, advocate, educator and facilitator to promote the wise use and sustainable development of the global environment. UN Environment work encompasses the following three components:

1. Assessing global, regional, and national environmental conditions and trends
2. Developing international and national environmental instruments
3. Strengthening institutions for the wise management of the environment

In response to the first component, UNEP has a mandate to keep under review the state of the environment. One of the ways it does this is through the conduct of integrated environmental assessments.

At the fourth UN Environment Assembly, the sixth edition of the Global Environment Outlook was successfully presented, and Member States requested the Executive Director of UNEP to start preparing for a future edition of the GEO, with continued alignment with relevant environmental information systems.

The incumbent of this Junior Professional Officer post will work on the Global Environment Outlook and its derivative and outreach products – and will report directly to the Head of the Global Assessment Unit.

Why is the Junior Professional Officer requested/needed?

The Global Environment Outlook is UN Environment's flagship integrated environmental assessment produced every 4 to 5 years. The sixth edition of the Global Environment Outlook was undertaken with the participation of more than 145 authors across the globe. The GEO-6 was launched at the fourth UN Environment Assembly in March 2019. The preparation of the seventh edition of GEO (the GEO-7) is currently underway and it is expected to be completed by 2026. The GEO-7 will be the most innovative and solutions-oriented GEO yet, and it is UNEP's only Flagship intergovernmental and expert-led process, involving hundreds of experts as authors, fellow, reviewers, and members of the GEO-7 advisory bodies. A Junior Professional Officer is necessary to assist the Head of the Global Assessment Unit with these complex organizational, communications and outreach, as well as process-related tasks, and to help move all the Global Environment Outlook process forward.

Supervision

Direct supervision by: Head of the Global Assessment Unit

Title supervisor: Senior Environmental Affairs Officer

Unit supervisor: Unit head – Global Assessment Unit

Location supervisor: Nairobi

Supervisor's coordinates: Pierre Boileau, Head, Global Assessment Unit

Early Warning and Assessment Division, United Nations Environment

PO Box 30552 Nairobi, 00100 KENYA Office Tel: +254-20-762-3520

Content and methodology of the supervision

- The First Reporting Officer in Nairobi will introduce the Junior Professional Officer to the role and activities of UN Environment in the field of assessments.
- The Junior Programme Officer will be given assessment reports and other background materials to familiarize himself / herself with the activities in the area.
- The First Reporting Officer - will introduce the Global Environment Outlook methodology and process to the Junior Professional Officer and will discuss the terms of reference to make sure that the incumbent can prepare a workplan for the Performance Appraisal System (e-PAS) - including the setting of learning and training objectives for career development.
- The supervisor will have regular meetings with the incumbent giving guidance for problem solving and assistance in identifying experience opportunities.
- The work plan will be reviewed after the first six months. The Junior Programme Officer will be expected to carry out assignments more independently after the review.
- There will be an annual Performance Appraisal for the Junior Programme Officer. This will be first done by the first appraising officer, i.e. the direct supervisor and then by the second appraising officer – and shared with the donor.

First appraising officer: Mr. Pierre Boileau

Title first appraising officer: Head, Global Assessment Unit

Unit first appraising officer: Pierre Boileau

Location first appraising officer: Nairobi

(Note these are interim arrangements to be finalized once the post has been filled).

Second appraising officer: Mr. Marteen Kapelle

Title second appraising officer: Officer-in-Charge: Chief, Scientific Assessment Branch.

Unit second appraising officer: Scientific Assessment Branch

Location second appraising officer: Nairobi

Duties, responsibilities and output expectations

Terms of reference

- Support the coordination and implementation of the Global Environment Outlook derivative products by assisting authors and experts through: researching content, reviewing datasets and working with the staff of the Early Warning and Assessment Division and other UN Environment content experts.
- Provide organizational and substantive support for (a) communications and outreach work, and (b) the expert meetings of the Global Environment Outlook.
- Liaise with technical focal points at the national level to bring in data sets – working closely with the data and cartographic teams.
- Assist in the development and implementation of new approaches and methods for the timely and high-quality production of a fully digital GEO.

- Conduct periodic tests and lessons learned for the Global Environment Outlook process.
- Advise particularly on the development of a digital and solutions-oriented Global Environment Outlook.

Output expectations

- Help experts produce their review draft and final draft chapters of GEO
- Support the process of defining the functions and form of the GEO-7, overseen by the inter-governmental and scientific advisory bodies
- Support the design and implementation of a sound work plan for achieving the drafting deadlines
- Monitor the process and provide lessons learned
- Support the finalization and launch of the GEO-7

Travel

The Junior Professional Officer will participate in Global Environment Outlook expert meetings and outreach events as needed.

Training and Learning Elements

Learning elements:

After one year the Junior Programme Officer is: familiar with the Global Environment Outlook content and process including its principles and is able to assist experts to develop content for the global assessment and its derivative products (text, multimedia, e-books). This will expose the Junior Programme Officer to several hundred experts in the field of environmental assessment and ensure a good network of contacts for the future. In addition, the Junior Programme Officer will have a sound understanding of how to contribute to scientific environmental assessments.

After two years the Junior Programme Officer is able to: understand how scientific assessments are conducted and how global, regional and national data flows, indicators and assessment data are gathered and presented in a policy relevant way. This will allow the Junior Programme Officer to better contribute to the integrated environmental assessment processes at the national, regional and global level. The Junior Programme Officer will also have a better understanding of multi-lateral process, multi-cultural environments and the principles of global scientific assessments.

Training

Like all Early Warning and Assessment Division staff, the Junior Programme Officer will also be required to register to on-line training courses offered through the Massive Open Online Courses. The Junior Programme Officer can also participate in one off-site training course that is relevant to his/her area of work. The Junior Programme Officer will also receive training in performance appraisal and project management.

Qualifications and experience

Qualifications: Advanced university degree (Master's degree or equivalent) in a field relevant to the environment (environmental studies, environmental economics, and

environmental assessments, or social or economic studies with a focus on environmental issues) with preferably 4 years work experience at the national level (or 2 years at the international level) in environmental monitoring or assessment and experience with analyzing and reporting results for different audiences. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Skills:

- Proficiency in Windows, MS Office suite and skills in developing animated PowerPoint presentations, excel worksheets and databases.
- Experience working in teams. Working with multi-cultural teams, especially outside his/her home country, would be an advantage.
- Language(s) proficiency required: Fluency in English is essential. Working knowledge of other UN languages is an important additional asset

Competencies

The suitable candidate should have the following competencies:

- Good communication skills: speaks and writes clearly and effectively in English.
- Teamwork: should be able to work in collaboration with colleagues; solicits guidance where appropriate from his/her superior and peers.
- Creativity: not bound by current thinking or traditional approaches and seeks to consider new ideas and approaches to problem solving.
- Technological awareness: actively seeks to apply technology to appropriate tasks.

Living conditions at duty station

Normal living conditions for a developing country in Africa.