

UN ENVIRONMENT PROGRAMME JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Junior Professional Officer (for the Frontiers report on emerging issues of environmental concern)
Unit: Thematic Assessments Unit / Early Warning and Assessment Division
Location: Nairobi
Duration: 2 years

Background information on UN Environment Programme and the requesting Unit

The United Nations Environment Programme (UNEP), established in 1972, 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. UNEP 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 in order to ensure that emerging environmental problems of international significance receive appropriate and adequate consideration by Governments. To this end, collaborative assessments, analyses and early warning of emerging environmental issues related to sustainable development are key to supporting informed decision-making and policy formulation as well as raising public awareness of the environmental challenges facing our world. New environmental issues are constantly emerging which need to be brought to the attention of policy makers for action once credible scientific evidence has been established. Awareness of emerging environmental issues is recognized as critical in the Rio +20 outcome document 'The Future We Want' and the demand for early warning information on emerging issues is increasing. Through the relatively new Frontiers report series, UN Environment regularly identifies and brings to the attention of the global community a broad range of emerging issues of international environmental and development concern, which (potentially) affect the quality of the environment and human well-being.

The Frontiers report provides an insight into emerging environmental issues in a single attractive, easy to read and succinct document. It uses a balanced mix of easy-to-read narratives, compelling infographics and multimedia to convey the story and

key messages. It is published in all six UN languages and available in print and electronic format at the following links:

- The main Frontiers series: <https://www.unep.org/resources/frontiers>
- The Frontiers special issue on alternative proteins:
<https://www.unep.org/resources/whats-cooking-assessment-potential-impacts-selected-novel-alternatives-conventional>
- The Frontiers special issue on zoonotic diseases:
<https://www.unep.org/resources/report/preventing-future-zoonotic-disease-outbreaks-protecting-environment-animals-and>.

The incumbent of this Junior Professional Officer (JPO) post will work on the Frontiers report and the identification and analyses of emerging issues – and will report directly to the Programme Officer responsible for the emerging issues portfolio and the production of the Frontiers report series.

Why is the Junior Professional Officer requested/needed?

The Frontiers report series is a relatively recent addition to the assessment portfolio delivered by Early Warning and Assessment Division. There is only one established post responsible for the entire programme on emerging issues with the Frontiers report being one of the products. Compared to some other thematic and integrated assessments with flexible delivery date, the production process of Frontiers report is rather intensive given its yearly cycle. This situation provides a very appropriate opening for a JPO, and such a placement would meet the urgent need for additional staff in the Early Warning and Assessment Division, and an element of continuity to deliver this important and highly visible product.

The Frontiers production process offers unique opportunities and challenges for a JPO. As the JPO would go through at least two complete cycles of the report delivery, the position offers him/her an opportunity to train in the integrated environmental assessment process involving a global network of experts; and in the research, writing, editing, design, review and outreach of a flagship publication. It also offers an opportunity to become involved with every stage of collecting, collating and communicating complex scientific and technical information to a general audience, and being part of a dynamic, multicultural team working at the forefront of environmental assessment.

Supervision

Direct supervision by: Ms. Pinya Sarasas

Title supervisor: Programme Officer

Unit supervisor: Mr. Maarten Kappelle

Location supervisor: Nairobi

Early Warning and Assessment Division, United Nations Environment Programme (UNEP), PO. Box 30552 Nairobi, 00100 KENYA

Content and methodology of the supervision

The incumbent will receive a comprehensive introduction to programme areas of Early Warning and Assessment Division particularly in the field of assessments as well as a general introduction to the UN Environment's work programme. Learning goals and objectives will be discussed and agreed upon in collaboration with the JPO and training will be given as required. General objectives, desired results and anticipated problems of specific assignments will be discussed beforehand with the incumbent and throughout the duration of the work as required. Regular feedback on the progress of activities will be obtained by the supervisor through review of work in process and timely discussions of work plans and work implementation. The UN Performance Management will be used as a tool to plan, monitor, adjust and evaluate performance requirements. 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 will be reviewed for attainment of objectives and quality of work.

First appraising officer: Ms. Pinya Sarasas

Title first appraising officer: Programme Officer

Unit first appraising officer: Thematic Assessments Unit / Early Warning and Assessment Division

Location first appraising officer: Nairobi, Kenya

Second appraising officer: Mr. Maarten Kappelle

Title second appraising officer: Senior Environmental Affairs Officer

Unit first appraising officer: Thematic Assessments Unit / Early Warning and Assessment Division

Location first appraising officer: Nairobi, Kenya

Duties, responsibilities and output expectations

Terms of reference

- a) Assisting with the development of project documents, contracts and any other legal instruments to engage institutions and individual experts in implementing activities related to the Frontiers report and work on emerging issues;
- b) Assisting with the preparation and peer review of chapters or inputs for the Frontiers report, including coordinating the participation of global, regional and national experts in the production process;
- c) Assisting in the compilation of scientific data and information from diverse sources to support the development of infographics and other visual content for the Frontiers report.
- d) Assisting in the editorial, design and translation processes, including proofing to ensure high quality editing and layout.

- e) Assisting with the development and implementation of an outreach and dissemination strategy for the Frontiers report as well as maintaining and updating the report website.

Output expectations

- Substantive contributions to the Frontiers report series;
- Creation of networks of experts on subjects covered by the Frontiers report;
- Project documents, progress and evaluation reports;
- Outreach materials for the report series, such as posters and brochures; and
- Development of the Frontiers Internet site.

Travel

Missions to attend meetings related to the production of the Frontiers may be expected but not frequent.

Training and Learning Elements

The Frontiers production process offers ideal training opportunities in preparation and publication of integrated environmental assessment reports, given its one-year production cycle. The JPO will have the opportunity to participate in the production process from beginning to end, and deliver two editions of the Frontiers report.

It is expected that after one year, the JPO is able to gain skills in:

- integrated environmental assessments and participatory processes;
- research, collection and analysis of multidisciplinary data and information;
- scientific and technical writing for a general audience;
- editing scientific and technical information for a general audience;
- design elements of a publication, including transforming data into interesting infographics, technical graphics and illustrations to ensure comprehension by a general audience;
- outreach and marketing of a major publication, including through the publication of brochures, posters and other promotional materials;
- project development, management, monitoring, reporting and evaluation; and
- organising meetings, networking to ensure representation from all regions and levels.

After two years the Junior Professional Officer is able to improve and perfect the skills mentioned above. She/he may be able to take a leading role in some of the tasks in the report production process. Work on the Frontiers report will contribute to a better understanding of the links between environment and development. It will offer the incumbent an opportunity to work in a multi-cultural environment and be exposed to a wide variety of views. The JPO will be able to coordinate a participatory project with international partners; make project presentations; prepare and evaluate inputs on a

range of environment-related topics; understand the complex stages of global report preparation as well as the complexities of integrated environmental assessment.

Like all Early Warning and Assessment Division staff, the JPO will also be required to register for on-line training courses offered through the Massive Open Online Courses. The JPO can also participate in one off-site training course that is relevant to his/her area of work. The JPO will also receive training in performance appraisal and project management. The UN Training Unit can also provide UN Language training and computer software training, if required. In consultation with the supervisor, the training component may also include specific courses provided by external specialized institutes, as appropriate for the incumbent's work and personal development goals and within the budgetary limits.

Working on the Frontiers report will also offer the JPO the opportunity learn how to write assessment reports, assess project proposals, draft project budgets according to the results-based management approach. Furthermore, the JPO will have acquired knowledge of the UN system, made extensive contacts within and outside the UN system and worked in an international and multi-cultural environment.

Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in physical or biological science, geography, environmental studies, natural resource management, or a field relevant to the environment, with preferably 4 years of work experience at the national level (or 2 years at the regional or 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. Preference will be given to applicants with project implementation and writing/editing experience.

Skills

- Language(s) proficiency required: Fluency in English is essential. Working knowledge of other UN languages is an asset.
- Proficiency in Windows, MS Office applications and skills in developing 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.

Competencies

The suitable candidate should have the following competencies:

- Good communication skills: speaks and writes clearly and effectively in English.
- Teamwork: able to work in collaboration with colleagues; solicits guidance where appropriate from his/her superior.
- Accountability: Able to deliver outputs for which one has responsibility within prescribed time, cost and quality standards.
- Creativity: not bound by current thinking or traditional approaches and seeks to consider new ideas and approaches to problem solving.

Living conditions at duty station

Normal living conditions for a developing country in Africa.