

STANDARD FORMAT FOR UN ENVIRONMENT PROGRAMME JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: **Associate Programme Officer (Climate Change)**

Type of assignment: Junior Program officer

Unit: Thematic Assessments, **Scientific Assessment Branch – Early Warning and Assessments Division**

Location: **Nairobi, Kenya**

Duration: **2 years**

Background information on UNEP and requesting Unit

The United Nations Environment Programme is the United Nations systems 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 Early Warning and Assessments Division provides timely, scientifically credible, policy-relevant environmental analyses, data and information for decision-making and action planning and implementation 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. The Division works closely with a large number of partners in all regions of the world and has established functional networks for data, information, assessments and capacity development.

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 thematic and integrated environmental assessments.

The assessment process aims to make outputs more scientifically credible and policy relevant - providing information to support environmental management and policy development. They also support multi-stakeholder networking and intra and inter-regional cooperation to identify and assess key priority environmental issues at the regional levels.

Climate change represents one of the biggest challenges of our times. Deep emissions cuts are required to keep temperature increases below 2°C to manage the unavoidable consequences. However, there is a serious gap today between the global emissions reduction goal and the expressed emission reductions commitments. Even lower targets are under discussion. Near-term and long-term policies and measures are needed to mitigate the impacts of climate change.

The development and implementation of those policies and measures might take decades until improvements will be seen but impacts of climate change on ecosystems and society are felt now. Recent evidence shows that changes to the climate are already occurring and will be accelerating and intensifying. Important impacts of climate change include reduced crop and livestock production in food insecure regions, reduced access to water in some semi-arid to arid regions, increased damage from more intensive storms, coastal inundation from sea level rise, loss of biodiversity, and expansion of agricultural pests and diseases as well as those

that directly threaten human wellbeing. These impacts could slow or even reverse recent development gains, and will certainly inhibit or prevent further gains needed by billions of people.

Society has to start adapting to climate change now. Mobilizing society to understand and adequately respond to risks from climate change requires building a robust knowledge base, to which contributions from the scientific community will be critically important. A targeted process of engendering scientific capacity to address key knowledge gaps is in itself an adaptation response, particularly in data-scarce regions of the developing world where vulnerability to climate change is high and the capacity to generate, understand, and respond to climate change science is low.

To formulate appropriate responses to climate change threats, decision makers in developing countries need useful information on climate change impacts firmly grounded in the best science available to appreciate vulnerabilities and possible adaptation paths. This requires a clear understanding of potential climate change impacts at different scales and appropriate resolution, including underlying sources of vulnerability, interactions with other stresses, and appropriate risk management and adaptation options. To this end, UNEP supports member states with several policy relevant thematic assessments or reporting platforms on Climate Change issues, such as i.e. the Emissions Gap Report on CC Mitigation; the Adaptation Gap Report on CC Adaptation; the World Adaptation Science Programme (WASP), etc.

Supervision

Direct supervision by: **Head, Thematic Assessments Unit**

Title supervisor: Senior Programme Officer

Unit supervisor: **Thematic Assessments, Scientific Assessment Branch**

Location supervisor: **Nairobi, Kenya**

Content and methodology of the supervision

First appraising officer: **Mr. Maarten Kappelle**

Title first appraising officer: **Head of Thematic Assessments,**

Unit first appraising officer: **Thematic Assessments, Scientific Assessment Branch**

Location first appraising officer: **Nairobi**

Title second appraising officer: **Chief Scientific Assessment Branch**

Unit second appraising officer: **Scientific Assessment Branch**

Location second appraising officer: **Nairobi, Kenya**

Type of Assignment Place: **This assignment will be based in Nairobi at UNEP offices.**

Type of the supervision:

- The First Reporting Officer in Nairobi will introduce the Junior Professional Officer to the role and activities of UNEP in the field of assessments.
- The Junior Professional Officer will be given several UNEP reports and other background materials to familiarize himself/herself with the activities in the area.

- The First Reporting Officer will introduce the relevant atmospheric and climate data and knowledge platforms to the Junior Professional Officer.
- The First Reporting Officer will discuss the terms of reference to make sure that the incumbent can prepare a work plan for the Performance Appraisal System - including the setting of learning and training objectives for career development.
- The supervisors will have regular meetings with the incumbent giving guidance for problem solving and assistance in identifying experience opportunities.
- The workplan will be reviewed after the first six months. The Junior Professional Officer will be expected to carry out assignments independently after the review.
- There will be an annual performance evaluation for the Junior Professional 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.

Duties, responsibilities and output expectations

Background:

The incumbent of this Junior Professional Officer post will support UNEP's work to directly facilitate exchange of science, ideas approaches and solutions in the area of climate change science.

Why is Junior Professional Officer requested/needed?

The Junior Professional Officer will work as part of a team that oversees the development of several major reports on Climate Change Mitigation and Adaptation (e.g. Emissions Gap Report, Adaptation Gap Report, WASP and its Science Products, etc.). The team will also be providing Capacity Building and access to relevant research on climate change to the Member Countries, Promoting International Cooperation to facilitate policy making and policy implementation in collaboration with other actors within and outside the organisation.

Terms of reference

Work with the Climate Change team in the Thematic Assessments Unit and collaborate with colleagues across the organization to efficiently generate, analyze and provide access to data and information disseminated and creation through the knowledge management platform of UNEP.

Contribute to the development of several major reports on Climate Change Mitigation and Adaptation (e.g. Emissions Gap Report, Adaptation Gap Report, WASP Science Products, etc.).

Contribute to developing capacity for national counter parts implementation climate change adaptation processes and in particularly carrying out vulnerability and impact assessments.

Additional tasks include:

- Networking and building relationships with international organizations, groups or individuals and supporting and/or participating in international initiatives;

- Encouraging, mobilizing and supporting co-workers, fellow professionals, UN volunteers, consultants, interns and members of the CC scientific community to play an active part in development of assessments;
- Contributing articles/write-ups on UNEP's work on Climate Change issues
- Providing substantive contribution towards mainstreaming 'one UN' throughout the assignment, integrating activities across several technical teams within and outside UNEP.
- Supporting the design and implementation of new initiatives related to climate change science-policy interface
- Maintaining positive relationships with partners and donors that support UNEP's mission and key products at the science-policy interface

Output expectations

- Major UNEP science-based products such as i.e. the Emissions Gap Report, Adaptation Gap Report, WASP Science Products, etc. are produced in a timely fashion and to a high standard.
- Capacity building, technical co-operation activities and in close cooperation with UNEP's divisions, UN partners, other strategic partners and relevant national, international organizations and programmes related to climate change adaptation, are implemented.
- Participation and representation of the organization in regional and global fora on climate change adaptation is ensured.
- Contributions to the preparation of outputs and reports on climate change science are provided in a timely fashion and to a high-quality standard.

The above will contribute towards raising UNEP's profile within the global environment debate on climate change mitigation and adaptation.

Conditions of Service

Travel

The Junior Professional Officer will participate in thematic meetings/conferences, as necessary.

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Training and Learning Elements

After one year, the Junior Professional Officer is familiar with writing and assessing major reports and project proposals, monitoring progress in solving problems and formulating remedial action.

After two years, the Junior Professional Officer is able to: thoroughly understand how scientific assessments are conducted and how climate essential variables data are generated and used. The Junior Professional Officer will be familiar with monitoring

and modelling procedures to generate the information and knowledge required by policy making, policy implementation and policy effectiveness evaluation.

The Junior Professional Officer will also be required to take the UN Mandatory training courses

The Junior Professional Officer will also be required to register to on-line training courses offered by UNEP.

The Junior Professional Officer can also participate in one off-site training course that is relevant to his/her area of work

Qualifications and experience

Qualifications/Requirements:

The applicant must have an advanced university degree (Master's degree or equivalent) in a field relevant to the environment and climate change (environmental and/or climate change science, economics or assessments) with at least 4 years work experience at the national level (or 2 years at the international level) in data collection/monitoring/data analysis and/or 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.

Living conditions at duty station

Nairobi enjoys normal living conditions for a developing country in Africa.

Competencies

The suitable candidate should have:

- Good communication skills: speaks and writes clearly and effectively in English: listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed;
- Teamwork skills: 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;
- Commitment to continuous learning;
- Strong organizational skills and ability to handle multiple tasks under tight deadlines is essential;
- Demonstrated keen interest in the work of the United Nations and have a personal commitment to the ideals of the Charter;
- Demonstrated ability to successfully interact with individuals of different cultural backgrounds and beliefs, which include the willingness to try and understand and be tolerant of differing opinion and views;
- Computer skills: implementing designs and using desktop publishing tools;
- Writing skills: Experience in drafting professional emails, letters and other written materials.

Living conditions at duty station

Normal living conditions for developing country in Africa.

- *Duty station: Nairobi.*
- *Climate: Sub-tropical, throughout the year moderately warm climate with two rainy seasons.*
- *Health care: Good level of service.*
- *Shopping opportunities: Good, international level of service.*
- *Accessibility: Partly developed road network, less developed public transport, very good access to any major international destination through Jomo Kenyatta International Airport.*
- *Schools and other aspects: Primary, secondary and tertiary educational which also offer a variety of internationally recognized certificates, diplomas and degrees. The purchase or hire of a personal vehicle will be advisable.*