

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

## **General Information**

Post Title: Junior Professional Officer Associate Expert on Environmental Data

Office/Division/MEA: Office of the Chief Digital Officer

Unit: Office of the Chief Digital Officer

Location: Nairobi, Kenya

Duration: 2 years with possibility of extension. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.

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

The United Nations Environment Programme (UNEP) 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.

In February 2021, the UN Environmental Assembly approved a new Medium-Term Strategy for UNEP covering the period 2022-2025. The strategy commits UNEP to tackle the triple planetary crises faced by humanity: climate change, loss of biodiversity and toxic pollution. Within the strategy, a Digital Transformation programme was also adopted to accelerate and scale environmental sustainability by applying data, digital technologies, and solutions in UNEP's key activities. UNEP's Digital Transformation sub-programme works to accelerate and scale climate action, nature, protection, and pollution prevention through the innovative use of data and digital technologies in UNEP's activities. The need for innovation and collaboration in digital technologies is key to:

- build a digital ecosystem of data for the planet,
- shift market incentives and consumer behavior through digital channels and partnerships,
- enhance e-governance through inclusive policy development, digital literacy, innovation support and stakeholder engagement,
- transform UNEP into a fully data-driven and digital organization.

To achieve these digital transformation goals, UNEP has established a new director level position of Chief Digital Officer (CDO). The CDO reports to the UNEP Executive Director. The CDO offers advisory services to all thematic divisions and regions. It is supported by a distributed network of experts located in each regional office plus a network of focal points located in each division.

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

As digital transformation increasingly becomes a priority for member states and technology applications continue to emerge as solution for environmental challenges, UNEP is responding by growing its capacity to use digital for tackling the Triple Planetary Crisis. Therefore, the newly established Office of the Chief Digital Officer must continue to grow.

The requested Junior Professional Officer (JPO) position will assist the team in developing and implementing the Global Environmental Data Strategy (GEDS), which was mandated by the UN

Environment Assembly 4 Resolution 23. GEDS will provide a framework for environmental data to ensure its quality, interoperability, governance, access, and affordability. Furthermore, the team needs additional human resources to support the implementation of technology solutions that deliver environmental benefit to member states.

### **Supervision**

The JPO will work under the direct supervision of the Chief Digital Officer (CDO).

The JPO and Supervisors will use Inspira, the UN Secretariat platform for online e- Performance, 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 Subprogramme Coordinator for Digital Transformation will conduct an induction which includes:

A formal brief on the organization.

The staff in the Division and the functions of the Digital Transformation Subprogram.

The Junior Professional Officer will have monthly meetings with the CDO to discuss performance, assess accomplishments, review problems, discuss job satisfaction, and adjust the development plan and learning objectives. The CDO will provide guidance on the development of the workplan and project implementation.

This way, desired results and anticipated problems are discussed beforehand with the Junior Professional Officer. Regular feedback on the progress of activities is obtained by the CDO (supervisor) through review of work in process. The Junior Professional Officer is expected to carry out the duties under general supervision and to consult with the CDO on issues of policy or other sensitive matters. Results of each set of activities are reviewed on a monthly basis for assessing the attainment of objectives and quality of work as well as reviewing and when necessary, adjusting the workplan.

First appraising officer: Ms. Golestan Radwan

Title first appraising officer: Chief Digital Officer

Unit first appraising officer: Office of the Chief Digital Officer

Location first appraising officer: Nairobi, Kenya

Second appraising officer: Ms. Magda Biesiada

Title second appraising officer: Global Subprogramme Coordinator for Digital Transformations

Unit second appraising officer: Policy and Programme Division

Location second appraising officer: Nairobi, Kenya

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

Terms of reference

The incumbent is expected to conduct the following task.

Consultations about data governance: Support user consultations with member states and other stakeholders to define problems and solutions regarding the governance of global environmental data and suitable use cases.

Translating requirements into a strategy: Assist in the development of the Global Environmental Data Strategy (GEDS) by deriving actionable insights from consultations.

Research on data and technology: Conduct desk research in the support of major UNEP policies and programmes on data and digital transformation, including the Global Environmental Data Strategy.

Thought leadership: Contribute to publications on topics such as the environmental aspects of data governance, responsible technology development, environmental and climate impacts of digitalization, etc.

Technology applications: Identify opportunities to pilot test different technology developments and use cases of digital technologies to accelerate and scale solutions for climate security, living in harmony with nature, and a pollution free planet based on human-centered design.

The Junior Professional Officer will be provided with regular feedback on his/her performance and progress, with special attention granted to goal setting and overcoming challenges.

### **Output expectations**

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

Consolidation of the Global Environmental Data Strategy (GEDS).

Publishing thought leadership pieces such as UNEP reports and other publications.

Identifying and implementing use cases for environmental data or digital technologies.

Improved delivery of technical advisory services and catalytic funds to UNEP on digital transformation

### **Travel**

Missions and travel envisaged during first year of assignment: Estimated 2 missions per year of on average 4 days.

Missions and travel envisaged during second year of assignment: Estimated 2 missions per year of on average 4 days.

Missions and travel envisaged during third year of assignment (if applicable): Estimated 2 missions per year of on average 4 days.

### **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 UNEP's results-based management training, project management training, and various other courses related to UNEP's work, as well as undertake relevant training programmes organized by the UN system

UN and UNEP's online training programmes: The Junior Professional Officer will be provided with the opportunity to undertake a variety of programmes provided by the UN and UNEP, on topics including data science, digital transformation, environmental science and innovation.

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 upon in consultation with the supervisor.

#### **Learning elements:**

After one year the Junior Professional Officer will be:

- Having a good understanding of the different use cases for environmental data and global needs for effective environmental data governance.
- Having a good understanding of the UNEP programme planning cycle and the role of digital technologies to accelerate climate action, nature protection and pollution prevention.
- Able to provide project formulation, monitoring and reporting as evidenced by the ability to draft project concepts for use cases for environmental data or digital technologies.

After two years the Junior Professional Officer would:

- Be able to independently conduct stakeholder consultations to uncover requirements for developing digital tools and data management.
- Having hands-on experience in data strategy development from concept to implementation plan.
- Independently manage the development of digital prototypes that take into consideration environmental sustainability and involve several stakeholders and implementation partners.
- Have knowledge of the UN system and have contacts in and outside the UN system.
- Gain understanding on multicultural work-environment, as well as familiarity with rules and regulations of the UN.
- Be able to independently design, develop and deliver research on risks and opportunities from digital technologies in the environment.
- Be able to independently design, develop and deliver policy briefs for decision makers on thematic digital transformation topics.
- Have the ability to conduct inter-agency consultations on data and technology.
- Draft project concepts that can support the mobilization of financial resources.

After three years (if applicable), the JPO would:

Have the ability to independently function as a professional in the field of digital sustainability. Be ready for similar appointments in the UN system and other organizations of international repute.

#### **Qualifications and experience**

##### **Qualifications**

Education: Master's degree in environmental science, data science, digital transformation, or related field. A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

##### **Skills**

Strong expertise and interest in technology and data governance.

Excellent writing and presentation skills.

Good data analysis skills and visualization

Knowledge of Microsoft Office 365.

Knowledge of the theory of change and - results based management is seen as an asset.

Knowledge of coding is seen as an asset.

### **Working experience**

At least 4 years of experience at the national level, or 2 years at the international level of progressively responsible experience in the field of digital transformation or data science in the context of sustainable development or environmental-related programmes are required.

Environmental data science experience would be beneficial.

### **Languages:**

Fluency in oral and written English is required. Working knowledge of other UN languages is an asset.

### **Competencies**

Commitment to continuous learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows a willingness to learn from others; seeks feedback to learn and improve and keeps abreast of new developments in own occupation/profession.

**Teamwork:** Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Client orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects and meets timeline for delivery of product or services to the client.

### **Living conditions at duty station**

Normal living conditions for developing countries in Africa.