

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Job Title: JPO Associate Programme Officer
Division/MEA/Office: Policy and Programme Division
Unit: Strategic Planning Unit
Location: Nairobi, Kenya

Background information on UN Environment Programme and the requesting Unit

UN 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 system and serves as an authoritative advocate for the global environment. UN Environment implements legislative mandates of the UN Environment Assembly and the UN General Assembly, ensuring coherent delivery of its programme of work. Its mandate includes coordinating the development of environmental policy consensus by keeping the global environment under review, and bringing emerging issues to the attention of the governments and the international community for action.

This position is located at UNEP Headquarters in Nairobi, Kenya in the Programme and Policy Division, Strategic Planning Unit, which performs strategic planning, coordination and monitoring of UNEP's programmes as well as guides programmatic resource allocations. PPD also coordinates UNEP's engagement with the wider UN system and global processes such as the implementation of the Sustainable Development Goals.

Why is the Junior Professional Officer requested/needed?

The Division ensures coherence and coordination at the strategic, policy and programmatic levels. As the Organization is aiming to become more guided by data-driven and science decision making, this capacity needs to be further enhanced in the Division. The JPO will be a key member of the team, contributing to enhancing the capacity to collect and analyse data as well as contribute to policy development, the whole programming cycle and key strategic issues including emerging ones, opportunities and matters of interest for the Division and UNEP as a whole.

Supervision

The P5, Head, Strategic Planning Unit, Policy and Programme Division will be the First Reporting/Appraising Officer (FRO) for the JPO. The FRO will be responsible for approving and supporting to structure his/her work plan, guide the JPO in conducting his/her duties, provide supervision and advice on the outputs delivered by the JPO.

Content and methodology of the supervision

- Discussion, guidance and approval on work plan and evaluation in light of the performance appraisal.
- Monthly meetings to discuss and review challenges and any problems, discussions on job-satisfaction, and regular feedback on the progress of activities.
- Facilitating development plan and learning objectives.

- Available for consultations from the JPO at all times on issues of policy or other sensitive matters.

First appraising officer: Ms. Piedad Martin

Title first appraising officer: Senior Programme Management Officer

Unit first appraising officer: Strategic Planning Unit, Policy and Programme Division

Location first appraising officer: Nairobi

Second appraising officer: Deputy Director, Policy and Programme Division

Duties, responsibilities and output expectations

Under the supervision of the FRO, the Head of Strategic Planning Unit, the incumbent is responsible for:

- Prepare various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc; prepare policy briefs and/or provide strategic policy input on relevant/emerging issues and on their implication for UNEP's position and intervention; contribute to the implementation of the UNEP's medium-term strategies and programmes, including providing support to the implementation of the delivery framework, the development of the 2025-2029 medium-term strategy;
- Participate in the development, implementation, and evaluation of the strategic budget allocation process and implementation, identify problems and issues to be addressed and proposes corrective actions; liaises with relevant parties;
- Support the organization-wide use of information/data for decision-making and the related input to dashboards by leveraging information available from Umoja system and other relevant databases;
- In close collaboration with Corporate Services Division, provide ongoing analysis of transformation projects, working collaboratively with change agents from across the organization in all elements of the transformation, from the diagnosis of the potential opportunity through to the implementation of change at the front-line – thus supporting effective delivery of the organizational strategy;
- Produce high quality research and analysis to inform senior management decision-making and participate in cross-divisional teams on major strategic and policy issues on substantive results focused issues;
- Participate in organizational and management performance reviews effectively implementing recommendations (including from various audits and evaluations) or undertaking further analysis as required as part of an overall programme of change to improve organizational performance;
- Perform research and analysis to inform senior management decision-making and participate in cross-divisional teams on major strategic and policy issues on substantive results focused issues; Identify best practices to be considered, emulated and adapted in accordance with the resources and needs of the Policy and Programme Division, including but not limited to knowledge management and/or lessons learned on the implementation of programme-related recommendations from internal and external audits and evaluations and strategic budget allocation processes;

- Build effective working relationships to produce joint recommendations with colleagues on new ways of working, policies, strategic issues and new initiatives to improve organizational results;
- Work with Divisions and Regional Offices to further develop organizational capacity in the context of results-based management, including the tools and systems to support strategy execution, particularly in the context of results-based management;
- Performs other duties as required.

Output expectations

- Strengthen capacity to implement UNEP's strategy on delivering the 2030 Agenda in a coherent and effective way.
- Coordinate, follow-up and support the medium-term strategy, its review and the formulation of the new strategy that will be approved in UNEA 7.
- Support the implementation of UNEP's enhanced data collection system on programme development and implementation particularly to support defining, institutionalizing and operationalizing the strategic allocation of budget processes.
- Coordinate the development of policy documents and/or guidelines aimed at integrating the principle of Leaving no One Behind in UNEP strategy formulation and programming, including its interlinkages with gender equality, and a human rights approach.

Travel:

The JPO may be required to undertake official missions, the costs and modalities of which are governed by the relevant UN rules and regulations.

Training and Learning Elements

Training

- ***On the job training:*** The JPO will receive unique experience and training within a cross-sector team of a UN system organization, including the functioning of policy and programme management within the organization. The successful candidate will receive an overview of the range of environmental issues within UNEP's programme of work, exposure to the functioning of UNEP's intergovernmental bodies, including the Environment Assembly and Committee of Permanent Representatives, as well as to its external partners. In addition, the incumbent will obtain an in-depth understanding of the UN system organizations that work on environment issues. The incumbent will further gain a better appreciation of current and emerging environmental issues, latest thinking on safeguards by UNEP and other international organizations and how these are critical in linking development work with the Post 2030 Agenda.
- ***UN training courses:*** The JPO will be eligible to apply for the range of training opportunities, including gender and results-based management language courses, computer training and PAS training. The JPO will be required to take several training courses that are mandatory for UN staff, including on ethics, security, etc.
- ***Non-UN training courses:*** On a case-by-case basis, more specific training, for example on environmental management issues, may be taken subject to availability of the funds for training and required travel, and to the workload.

Qualifications and experience

- **Advanced university degree** (Master's degree or equivalent) in a field related to the environment and natural resources management, sustainable development, economics, law, international relations, or political science.
- **Skills:** Excellent drafting/writing skills; Good coordination skills; Computer literacy skills; Ability to establish and maintain effective working relations within multicultural working environment.
- **Working experience:** At least 2 years at the national or international level in sustainable development and implementation of environmental related programmes, policies, projects and activities is required. Prior experience in policy development, project cycle development, SDG's and gender.
- **Languages:** For the post advertised, fluency in oral and written English is essential, particularly written communication. A good working knowledge of French or Spanish is desirable.

Competencies

- **Professionalism** - Knowledge of policies/procedures in the area of programme management; good research, analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; familiarity with and in the use of various research methodologies and sources and sound judgement.
- **Planning and organizing** - Strong organizational skills including proven ability to effectively plan and coordinate own work as well as that of others.
- **Good communication** - (spoken and written) skills, including the ability to draft policy and technical reports, correspondence, studies and other communications to various counterparts and to articulate ideas in a clear and concise manner.
- **Teamwork** - Good interpersonal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender in organization and management of meetings and in project implementation.

Living conditions at duty station: Normal living conditions for a duty station located in Africa.