

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER

General Information

Post Title: JPO, Associate Programme Officer
Office/division/MEA: Policy and Programme Division
Unit: Development Coordination Unit
Location : Nairobi, Kenya
Duration: 2 to 3 years

Background information on UN Environment and the requesting Unit

UN Environment Programme 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 UN Environment Programme Headquarters in Nairobi, Kenya in the Development Coordination Unit of the Policy and Programme Division. The Policy and Programme Division ensures coherence and coordination at the strategic, policy and programmatic levels.

The Development Coordination Unit facilitates coherence of environmental policies and priorities for an increased uptake at country level with and through the United Nations system. It coordinates UN Environment Programme's engagement with the UN Resident Coordinator System to enhance the implementation of the environmental dimension of the Sustainable Development Goals.

Why is the Junior Professional Officer requested/needed?

As the Organization moves towards a solutions oriented approach in the implementation of its Medium-Term Strategy 2022-2025, the processes established by the UN development reform will be key to enhancing the support to countries and to raising the ambition of the UN systems on the environmental dimension of the SDGs. The JPO will be a key member of the team, contributing to facilitating a joint approach that strengthens UNEP's engagement with the Resident Coordinator System to deliver on the medium-term strategy through coordination and knowledge management as well as contribute to relevant research and analysis, as well as policy developments.

Supervision

The JPO will be supervised by the Head of the Development Coordination Unit, who 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

- Completion of UNEP Induction (currently being rolled out)
- Discussion, guidance and approval on work plan and evaluation in light of the performance appraisal.
- Introduction of the Junior Professional Officer to the Unit and to all relevant colleagues for the work in support of Resident Coordinators and UN Country Teams, as well as UNEP Regional Offices and UNCT Focal Points.
- Monthly meetings to discuss and review challenges and any problems, discussions on job-satisfaction.
- Regular feedback on the progress of activities.
- Discussion on development plan and learning objectives.
- Availability for consultations from the JPO at all times on issues of policy or other sensitive matters.

First appraising officer: Ms Aida Arino Fernandez

Title first appraising officer: Programme Management Officer

Unit first appraising officer: Policy coordination unit, Policy and Programme Division

Location first appraising officer: Nairobi, Kenya

Second appraising officer: Ms Cecilia Lopez y Royo

Title first appraising officer: Head of Unit

Unit first appraising officer: Policy coordination unit, Policy and Programme Division

Location first appraising officer: Nairobi, Kenya

Duties, responsibilities and output expectations

Terms of reference

Under the overall supervision of the Head of Policy Coordination Unit the incumbent is responsible for:

- 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;
- Prepare policy briefs and/or provide policy input on relevant/strategic issues and on their implication for UNEP's position and intervention.
- Monitor and support the development of country engagement plans, including by identifying good practices, opportunities and strategic gaps in UNEP's engagement with Resident Coordinators and UN Country Teams.
- Facilitate the development and implementation of the reporting on UNEP's support/results towards the SDGs, as per the system-wide approach coordinated by UN DCO. This will include working aligning UNEP internal processes towards a simplified reporting to ECOSOC, in the context of the Quadrennial Comprehensive Policy Review, the Funding Compact, and UNCT reporting on UN-info.

- Contribute to developing information and content for reports, internal knowledge platforms and outreach material.
- 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;
- Performs other duties as required.

Output expectations

- Data-driven analysis conducted in a number of corporate priorities and policy briefs
- Knowledge Network management – through the production of content, organization of webinars, posts and consolidation and structuring of key resources in support of UNCT Engagement
- UNEP Portfolio and Presence analysis using IPMR and UMOJA and other reporting tools
- UNEP network of UNCT Focal Points and Regional Offices supported
- Policy briefs tailored to UN Resident Coordinators and UN Country Teams.
- Updated trends and compiled good practices on UNEP's engagement with the UN Resident Coordinator System.
- Contribution to knowledge exchange and sharing within UNEP on engagement with the UN Resident Coordinator System.
- Contribute to increase knowledge on UN Environment Programme's vision and role in delivering the 2030 Agenda, foster a better understanding of the 2030 Agenda's system/institutional arrangements.

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 UN Environment's programme of work, exposure to the functioning of UN Environment'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, how these are critical in linking with the 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, and computer 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 funds for training and required travel.

Learning elements:

After one year the Junior Professional Officer is able to:

- Undertake supervised research and analysis on key policy areas using data from multiple sources and systems.
- Learn to use different corporate information systems of UNEP and the Knowledge Network
- Prepare high-quality inputs to policy documents and UNEP's priorities.
- Draft policy and project documents according to UN style.
- Produce and publish content for the internal Knowledge Network

After two years the JPO is able to:

- Undertake supervised research and analysis on key policy areas.
- Prepare high-quality inputs to policy documents and UNEP's priorities.
- Prepare inputs for engagement with external partners, such as the UN sustainable development group and other UN interagency coordination mechanisms.
- Lead the planning of webinars and internal engagement with UNEP UNCT Focal Points

After three years the JPO is able to:

- Take the lead for specific tasks related to strategic policy issues.
- Prepare project documents for review bodies and external partners.
- Represent UNEP in discussions with external partners.

Additional skills acquired by the JPO related to environmental/technical/management areas includes knowledge of UN system, contacts in and outside UN system, understanding multicultural work-environment, familiarity with rules and regulations, improved negotiating skills, improved editing/writing/reporting, organizational/evaluation skills.

Qualifications and experience

Qualifications

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 analytical skills
- Excellent drafting/writing skills
- Good coordination skills
- Computer literacy skills

- Data Analysis and Data Visualization 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, research and activities is required. Prior experience on policy development and SDGs is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required.

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.

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.