

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

### **General Information**

**Post Title:** JPO - Global Funds Quality Assurance Risk Officer  
**Office/division/MEA:** Policy & Programme Division, Project Review and Oversight Unit  
**Location:** Nairobi, Kenya  
**Duration:** 24 months (two years)

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

The United Nations Environment Programme (UNEP) is the UN system's designated entity for addressing environmental issues at the global and regional level. UNEP's 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. This post is located at the UNEP Headquarters at the Nairobi Duty Station, in the UN Gigiri Complex. The incumbent will be positioned in the Project Review and Oversight (PRO) Unit.

Institutionally, the PRO Unit is situated in UNEP's Policy and Programme Division. PRO Unit works globally, across all Technical Divisions and Regional Offices (Africa, Europe, Middle East, Latin America and Asia-Pacific) to deliver UNEP's Programme of Work (PoW and Medium Term Strategy, 2022-2025) in Climate Action, Nature Action and Chemicals and Waste Action.

The PRO Unit leads the development and implementation of UNEP's quality assurance mechanism covering some 700 programmes/projects, including projects financed by pooled global vertical funds (Global Environment Facility (GEF), the Green Climate Fund (GCF) and the Adaptation Fund (AF)). There is also intent to pivot preparation for new future projects financed by the Loss and Damage Fund (LDF). In this content, risk and safeguard issues are critical project management controls applied throughout the project life cycle to ensure the best possible support to these high financial volume, complex projects in developing countries. UNEP is accountable to Member States for effective results-based management. To this end, the project review and oversight role of PRO Unit is a bedrock function in UNEP.

The PRO Unit serves as the Secretariat of UNEP's Concept Approval Group (CAG) and UNEP's Project Review Committee (PRC). In these roles, PRO Unit screens concepts for strategic merit and reviews projects and programmes against UNEP quality framework standards. With its unique 360-degree bird's view of UNEP's extensive and growing body of concepts, projects and programmes to serve needs of Member States, provides quality enhancement advice to project teams to deliver successful projects globally.

UNEP's substantive pipeline of vertical fund projects is in advanced development, and the vast majority will commence active execution in developing countries in 2025-2026, including in conflict settings where typically, risks are high and/or uncertain and where unintended consequences are the norm. Thus, deployment of elevated risk and safeguard controls, increased management scrutiny and oversight, and highly coordinated and harmonised actions are required.

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

In lieu of UNEP's massive pipeline of GEF8 and GCF funded projects that will materialise into fully fledged projects in 2025-2026, critical capacity is lacking in PRO Unit to systematically organise, 'monitor-and-track' and analyse the scope and content of quality assurance reviews and recommendations with a focus on risks and safeguards aspects. The JPO will be an integral team member to ensure elevated quality assurance support to projects funded by the global climate funds (GEF, GCF, AF and LDF). For 24 months, the JPO will work closely with UNEP's GEF and GCF Coordination Units.

### **Supervision**

The incumbent will join a dynamic and well-structured team, and will report to, and be mentored by the Head of PRO Unit. A well-defined work plan with performance targets and indicators will be jointly established between the incumbent and the supervisor, with mandatory weekly one-on-one check-ins, or more as needed for effective mentorship and professional development of the JPO role. The appraisal will be performance-based and will be jointly reviewed on a quarterly basis. The E-Performance system will be used to appraise the JPO, and will be submitted to the donor-government as required.

The supervision approach will aim to stimulate and develop the incumbent to ensure professional and personal growth, networking and a development of wider 'people-based soft skills' associated to strategic communication and effective engagement with project team value chains. At the end of the envisaged 24-month JPO period, the incumbent will be better enabled for career mobility.

### **Content and methodology of the supervision**

The supervision content and methodology will be based on a work programme discussion and evaluation in light of the JPO's performance appraisal; frequency and nature of assessments of accomplishments; review of problems; discussions on job-satisfaction; discussion of development plan and learning objectives (see training and learning elements), with guidance to be provided in development of the work plan. Central to the workplan will be elaboration of learning and development needs and priorities.

Hence, the supervision will focus on the general objectives, desired results and anticipated problems which will be discussed with the incumbent. Regular feedback on the progress of activities will be obtained by the supervisor through review of work in process. 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. The final

results of each set of activities, will be reviewed for attainment of objectives and quality of work.

The incumbent will be introduced early-on to the team in the PRO Unit and will be required to attend team meetings and focus-based workshops currently scheduled on a weekly basis. The incumbent will also attend the all-staff meeting of the Policy and Programme Division (currently scheduled on a monthly basis) to ensure inclusivity and belonging into the Division, and to advance collaboration on tasks requiring intra-Divisional effort.

The JPO will benefit from weekly one-one-one bilateral meeting with PRO Head of Unit (typically Monday mornings). The JPO will be introduced to PRO Team members, and attend Weekly Catchup meeting with other PROU Unit team members to ensure effective knowledge exchange, forward-planning, embedment in the Unit and integrated team work delivery (typically on Thursday mornings). During the induction, the JPO will be introduced to counterparts in the UNEP-GEF and UNEP-GCF Coordination Units and to the key project teams.

First appraising officer: Janice Golding

Title first appraising officer: - Head of Unit

Unit first appraising officer Snr Programme Officer

Location first appraising officer Nairobi Duty Station

Second appraising officer: Ms Buyandelger Ulzikuuh

Title second appraising officer Review Focal Point

Unit second appraising officer Programme Officer

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

### Terms of reference

- Participates in review processes, with particular emphasis on harmonisation of processes associated to projects financed by the Global Environment Facility (GEF), the Green Climate Fund (GCF) and the Adaptation Fund (AF);
- Provides reviews of assigned concepts/projects, using UNEP's quality standard framework enshrined in UNEP's Programme and Project Management Manual (PPMM), with a focus on medium and high risk projects;
- Organises, consolidates and structures project reviews;
- Undertakes research and analysis, including through utilization and development of UNEP's performance dashboards, by identifying problems and issues to be addressed, and proposes corrective actions to maintain quality standards and mitigate risks;
- Identifies lessons learned from the concept and project review process, and makes recommendations for areas of improvement or management action; and
- Prepares reports, and convenes discussions, as a basis for strengthening UNEP's policies and procedures for medium and high risk, GEF, GCF and AF supported projects.

### **Travel**

Overall, no missions are envisaged for the JPO for the execution of responsibilities, though this may change.

## **Training and Learning Elements**

### Training

The incumbent will be required to undertake UNEP's mandatory project management training course (certified, and in collaboration with the UN System Staff College). UNEP has an extensive e-learning platform hosting new and emerging environmental thematic at a global and regional level, for advanced to beginner learners. The United Nations Office in Nairobi (UNON) offers a substantive and varied professional and personal practical skills development opportunities for on-the-job application (e.g language training, computer training, Performance Appraisal training, report writing training) and to advance career mobility in the UN system.

### Learning

After one year the Junior Professional Officer will be able to review and prepare programme/project/concept reviews and reports in accordance to UN/UNEP's quality assessment and risk frameworks.

After two years the Junior Professional Officer will be able to apply UNEP's risk frameworks and project management controls; monitor progress in solving problems and formulate remedial action proposals; produce diagnostic reports on risks to trigger wider

engage and eventually lead to continued sophistication of policies and procedures governing management of projects at risk.

***Qualifications***

Advanced university degree (Masters degree or equivalent) in business administration, project management, economics, or a related field in the arena of Sustainable Development. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

***Working experience***

At least 4 years at the national level, or 2 years at the international level in Sustainable Development, in the design and/or management and/or implementation of environmental-related programmes, projects and activities is required. A bonus will be familiarity with the results-based management.

***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***

*Planning and organizing:* Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

*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***

Kenya is an equatorial nation on the coast of East Africa, neighboring Somalia, Ethiopia, Sudan, Uganda, Tanzania, and the Indian Ocean. Kenya has two levels of Government; National Government and 47 sub-national Governments called Counties. Counties are further divided into sub-counties. Kenya is a multi-party state with Executive, Legislative, and Judicial branches. Kenya's population of more than 50 million is growing at an annual rate of 2.2%. More than 26% of Kenya's people live below the international poverty line of \$1 per day.

Nairobi is a vibrant modern African metropole ranging from basic to international first-class goods and services, health facilities, public transport, telecommunication and banking services and educational facilities are readily available. The city is widely connected to the world's destination capitals through its main airport, Jomo Kenyatta

International Airport and the smaller Wilson Airport. Air transport is also available to many up-country destinations, from safari parks, tropical beaches and island destinations. The city is home to a large expatriate community (amongst the largest in Africa) with some 3,000 UN personnel mainly attributed to the fact that Nairobi is the headquarters for both the UN HABITAT and UNEP. The expatriate community is vibrant and highly networked. Living conditions, housing, on-line shopping and lifestyle in general is to an excellent standard.

The socio-economic and cultural background of the immediate society that the JPO would be living and working in is diverse and prevailing security conditions at the place of assignment is modest. The topographic and climatic features of the assignment location is highland cool and warm tropical climate. It is a family Duty Station; where a Driver's License is not mandatory for this post given the good vehicle hailing services like Uber and Bolt.