

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

### **General Information**

Post Title	Junior Professional Officer, Data and Digital Solutions, Source to Sea
Office/division/MEA:	Ecosystems Division
Unit	Source to Sea Pollution Unit
Location:	Nairobi, Kenya
Duration:	2-3 Years

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

The United Nations Environment Programme (UNEP) is the United Nations system's 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 Source-to-Sea Pollution Unit of the Marine and Freshwater Branch supports members states to protect the marine environment from land-based pollution through strengthened coordination of global action. The Unit addresses in an integrated way major stressors including pollution streams that are affecting the freshwater and marine environment from source to sea: wastewater, nutrients, marine litter, sand extraction and deep-sea mining.

UNEP, through the Marine and Freshwater Branch and the Source-to-Sea Pollution Unit also supports data and knowledge efforts to inform action from source to sea. This includes leading the development of a number of digital innovation and knowledge platforms and tools to implement and deliver a number of relevant resolutions adopted by the UN Environment Assembly to date. Additional areas of work include support on the development of source inventories to inform the development of roadmaps/strategies/action plans on relevant topics and provision of capacity development in this regard.

As the custodian agency for SDG Indicator 14.1.1, 'Index of coastal eutrophication and floating plastic debris density,' UNEP is also tasked with supporting countries to implement methodologies and procedures to report against targets such as 14.1 'By 2025, prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution'. This is a key area for which additional human resources are needed to further ongoing activities such as capacity development initiatives as well development of various digital innovation and knowledge platforms which the Unit supports or leads such as the GPML Digital Platform on Plastic Pollution and Marine Litter which feeds into the World Environment Situation Room, as well as other digital tools under development related to nutrients, sand or deep sea. This includes strengthening of the data and knowledge sharing and dissemination through digital solutions to inform and support action and action planning.

The Junior Professional Officer will work in the Source to Sea Pollution Unit in the Marine and Freshwater Branch in the Ecosystems Division, supporting in reducing the complexity of various topics relevant to the work of the Unit: wastewater, nutrients, marine litter, sand extraction and deep-sea mining, by synthesizing, and illustrating data, statistics, and knowledge for different audiences.

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

The Ecosystems Division provides secretariat functions to various global partnerships and/or efforts and platforms on the topics relevant to wastewater, nutrients, plastics and marine litter, sand extraction and deep-sea minerals. To respond to this increased demand and to ensure the efficient delivery of actions related to these responsibilities, there is a clear need to increase the human resources to better support governments and other actors to promote evidence-based approaches. A Junior Professional Officer for 2-3 years would greatly the Units capacity to provide such support.

### **Supervision**

Direct supervision: Ms. Nao Takeuchi  
Title supervisor: Programme Management Officer  
Unit supervisor: Source to Sea Pollution Unit (GPA)  
Location supervisor: Nairobi  
Address, e-mail of supervisor  
P.O. Box 30552, 00100 Nairobi, Kenya, nao.takeuchi@un.org

The E-Performance system is to be used to appraise the Junior Professional Officers. The Performance Appraisal is also submitted to the donor-government.

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

The Junior Professional Officer will be introduced to the work of the relevant unit and related programmes/projects after which work programme discussion will take place to provide guidance for the development of the Personnel Appraisal System including measurable targets and project implementation goals. Weekly meetings would address assessment of short-term accomplishments, and review of problems, while quarterly meetings would focus on discussions on job-satisfaction, guidance in the development of the work plan and project implementation. Learning objectives will be developed with quarterly and annual targets.

General objectives, desired results and anticipated problems are discussed beforehand with the incumbent. Regular feedback on the progress of activities is 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. Final results of each set of activities, is reviewed for attainment of objectives and quality of work.

First appraising officer: Ms. Nao Takeuchi  
Title first appraising officer: Programme Management Officer  
Unit first appraising officer: Source to Sea Pollution Unit  
Location first appraising officer: Nairobi, Kenya

Second appraising officer: Ms. Heidi Savelli Soderberg  
Title second appraising officer: Senior Programme Management Officer  
Unit second appraising officer: Source to Sea Pollution Unit  
Location second appraising officer: Nairobi, Kenya

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

## **Terms of reference**

The Junior Professional Officer will mainly be responsible of the following activities:

- 1) Assist with the data related requests in UN Environment Assembly resolutions relevant to the work of the Unit (i.e. nutrients, wastewater, sand, deep-sea, plastics and marine litter)
- 2) Support science-policy efforts through the development of digital tools/resources to reduce the complexity of topics by synthesizing, and illustrating data, statistics, and knowledge for different audiences.
- 3) Assist with support to countries to collect and analyze relevant data to achieve the SDG goal 14.1 as well as linkages to SDG 6, 11 and 12 in cooperation with relevant Divisions;
- 4) Supporting the expansion of the Global Partnership on Plastic Pollution and Marine Litter and its Digital Platform, promoting coordination amongst actors including continuously identify, test and prototype new multi-stakeholder tools and approaches to promote collaboration and action through the platform while ensuring interoperability and clear linkages with existing UNEP knowledge platforms such as the World Environment Situation Room;
- 5) Support countries in the development of source inventories to inform national and regional actions to address relevant stressors including pollution, in close coordination with relevant Regional Seas Conventions and Action Plans;
- 6) Provide support to enhance accessibility, transparency and communication of environmental information and assist with the further implementation of capacity development efforts and online tools and resources to further data and knowledge management.

## **Output expectations**

- 1) Contribute to the implementation of relevant UNEA resolutions;
- 2) Successful reporting on the implementation of UNEA resolutions;
- 3) Strengthened components of digital solutions and platforms;
- 4) Progress in the development of national source inventories on e.g. nutrients, plastic pollution and marine litter to inform evidence-based action;
- 5) Strengthened capacity of countries to report on SDG 14.1 and other relevant SDGs;
- 6) Successful implementation of the capacity development initiatives on relevant topics.

## **Travel**

Missions and travel will be demand based and funded from the programme. During the first year, the Junior Professional Officer will go on a minimum of 3 missions. Other travels related to the implementation of the programme most likely happen based on the demand and need.

## **Training and Learning Elements**

Training will be an important part of the Junior Professional Officer assignment, and the incumbent will be requested to take various mandatory UN training as well as periodical training related to the content of the work. In addition to on-the-job training, the Junior Professional Officer will have

access to language training, computer training, Performance Appraisal training as well as substantive training courses. The Junior Professional Officer will also be required to travel to conferences and workshops related to data and digital solutions.

#### **Learning elements:**

After one year the Junior Professional Officer is able to: understand technical issues on key stressors, write assessment reports, assess project proposals, draft project budgets according to UN standards, formulate job-descriptions and project documents, and monitor progress in solving problems. The Junior Professional Officer will also have increased knowledge of the UN system, contacts in and outside the UN system, understanding multicultural work-environment, and have increased familiarity with UN rules and regulations. In addition, the Junior Professional Officer will be able to prepare and lead webinars on relevant data initiatives and/or digital solutions and become familiar with source inventories and harmonization of monitoring methodologies in support of SDG 14.1.1 and other relevant SDGs.

After two years the Junior Professional Officer is able to: write assessment reports, draft project budgets according to UN standards, formulate job descriptions and project documents, develop project documents and technical concept notes, monitor progress in solving problems, formulate remedial action proposals, prepare documentation, and facilitate Communities of Practice and experts consultations, as well as identify emerging issues related to data management and digital solutions. The Junior Professional Officer will also have improved negotiating skills, editing/writing/reporting, and organizational/evaluation skills.

After three years (if applicable) the Junior Professional Officer is able to: assess and write UN programme of work documents, as well as large-scale proposals for relevant fund raising and coordinate strategic outreach for the expansion of digital solutions.

#### **Qualifications and experience**

**Qualifications:** Advanced university degree (Master's degree or equivalent) in environmental sciences, engineering, natural resources, knowledge management. etc.), A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

**Skills/Working experience:** Length and type of practical experience at the national, and if so required, at the international level: At least 4 years at the national level, or 2 years at the international level e.g., in sustainable development and implementation of environmental related programmes, projects and activities is required. Any experience in working with data management, platform operation and digital solutions/tools is an advantage. Experience in stakeholder engagement and communication is desirable, Advanced IT skills are desirable. Ability for creative thinking and new ideas is essential.

**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. Knowledge of any other UN language, including French, Arabic, Spanish and/or Chinese is an advantage.

#### **Competencies**

The candidate should have:

- 1) **Good communication skills:** speaks and writes clearly and effectively in English.

- 2) **Teamwork:** able to work in collaboration with colleagues from different backgrounds and with different nationalities; solicits guidance where appropriate from his/her supervisor
- 3) **Creativity:** Not bound by current thinking or traditional approaches and seeks to consider new ideas and approaches to problem solving

**Living conditions at duty stations**

Nairobi has been classified by the UN as a "B" hardship duty station. Normal living conditions for developing country in Africa.