

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

### **General Information**

Post Title: JPO (Source to Sea Multistakeholder Engagement & Partnerships)

Office/division/MEA: Ecosystem Division

Unit: Source-to-Sea Pollution Unit

Location: Nairobi

Duration: 2 years, with possibility to extend for 3 years

### **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 system and serves as an authoritative advocate for the global environment. UNEP's Ecosystems Division works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition.

The Source-to-Sea Pollution Unit of the Marine and Freshwater Branch supports member 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 provides secretariat services to three global partnerships including the Global Partnership on Plastic Pollution and Marine Litter (GPML), the Global Wastewater Initiative (GWWI) and nutrients (Global Partnership on Nutrient Management – GPNM). The Unit is currently implementing the UNEP Programme of Work (PoW) project “*Protecting the Marine Environment from Land-Based Pollution through Strengthened Coordination of Global Action*” which is enhancing responses to the land-based pollution of the marine environment including by strengthening partnerships, stakeholder engagement and communication. A new follow-up PoW project entitled “Preventing and addressing the degradation of freshwater and marine ecosystems from source to sea” will be implemented from March 2024.

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

The Junior Professional Officer will contribute to the implementation of activities aimed at strengthening partnerships, multi-stakeholder engagement and communication under the

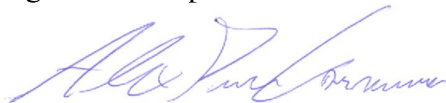
projects “*Preventing and addressing the degradation of freshwater and marine ecosystems from source to sea*” and “*Protecting the Marine Environment from Land-Based Pollution through Strengthened Coordination of Global Action*” and its follow-up phase. There are several on-going activities on partnerships, communication and stakeholder engagement such as the coordination of the Global Wastewater Initiative (GWWI), the Global Partnership on Nutrient Management (GPNM), and the Global Partnership on Plastic Pollution and Marine Litter (GPML). The Unit would also benefit from support in the implementation of communication-related activities linked to the existing project, as well as fostering coordination with potential donors, governments, and relevant stakeholders.

Multistakeholder Engagement, Partnerships and Communications are strategic elements for UNEP’s work to reach higher impact and promote the level of transformational change necessary for the Source-to-Sea approach to be scaled-up at regional, national and local level. The JPO will make a valuable contribution for the organization to engage with key stakeholders beyond traditional partners. This includes the private sector, development banks and agencies, financial institutions, innovative entrepreneurs, sub-national and local governments, and CSOs (especially related to gender, youth, and indigenous people). The Junior Professional Officer will provide support to the overall Unit. The requested period is for 2 years, with the possibility of extension for another year based on performance and funding.

## **Supervision**

|                        |  |
|------------------------|--|
| Direct supervision by: | Alex Pires   |
| Title supervisor:      | Programme Management Officer                             |
| Unit supervisor:       | Source-to-Sea Pollution Unit                             |
| Location supervisor:   | Ecosystems Division                                      |
| Address:               | P.O. Box 30552-00100<br>Nairobi, Kenya.                  |
| Email:                 | <a href="mailto:alex.pires@un.org">alex.pires@un.org</a> |

Signature of supervisor:



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

- The Junior Professional Officer is expected to carry out the duties under the overall guidance of the Supervisor/Programme Management Officer and consult with him/her on issues of policy or other sensitive matters.
- The Supervisor will receive regular feedback and provide inputs on the progress of the activities and tasks performed by the Junior Professional Officer. The quality of work and the results of each set of activities will be reviewed accordingly.

- The frequency and nature of accomplishments will be discussed; a dialogue over any pending issues, and job satisfaction will be undertaken as necessary.
- A discussion on the work plan and a final evaluation of the progress and deliverables will be conducted at the beginning of the work cycle, for the midterm review, and before the performance appraisal.
- A discussion on the development plan and learning objectives will be undertaken.

First appraising officer: Mr. Alex Pires

Title first appraising officer: Programme Management Officer

Unit first appraising officer: Source-to-Sea Pollution Unit

Location first appraising officer: Ecosystems Division

Second appraising officer: Ms. Heidi Savelli-Soderberg

Title second appraising officer: Programme Management Officer

Unit second appraising officer: Source-to-Sea Pollution Unit

Location second appraising officer: Ecosystems Division

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

### **Terms of reference**

Under the overall guidance of the Chief of the Source-to-Sea Pollution Unit and the direct supervision of the Programme Management Officer, the Junior Professional Officer will undertake the following tasks:

- 1. Contributing to the implementation of activities aimed at strengthening partnerships, stakeholder engagement and communication for the Source-to-Sea Pollution Unit, including private sector, development banks and agencies, financial sector, innovative entrepreneurs, sub-national and local governments, and CSOs (especially related to gender, youth, and indigenous people).**
  - o Prepare, finalize, or provide inputs to assessments, articles, stories, drafts, publications, background documents, presentations, policy briefs, briefing and concept notes, reports, aide memoires, outreach, and other material.
  - o Support and/or lead the organization of outreach activities such as webinars, workshops, and other events.
  - o Support the fundraising efforts, as well as coordination and initiative with Member States and other relevant stakeholders.
  - o Support the reporting from the perspective of partnerships, communication and stakeholder engagement.

- o Provide and consolidate inputs and facilitate the exchange of information among colleagues.
- o Participate in team meetings online, when present at Duty Station and represent the unit online, at Duty Station and in external meetings as required.

**2. Facilitate multistakeholder engagement, partnerships and communication for the UN Water Expert Group Wastewater and Water Quality (led by UNEP), Global Wastewater Initiative (GWWI), Global Partnership on Nutrient Management (GPNM), Global Partnership on Plastic Pollution and Marine Litter (GPML), and the Source to Sea Platform.**

- o Participate in the preparation and finalization of outreach and other relevant written material.
- o Organize various engagement opportunities including joint events between the two partnerships and other key events organized by the Unit.
- o Co-organize webinars on critical issues related to sustainable wastewater, nutrient, and marine litter management.
- o Assess and update the existing outreach material and knowledge and keep it visible to internal and external stakeholders.
- o Encourage gender, youth and indigenous people mainstreaming and integration.

**Output expectations**

- The tasks assigned to the incumbent are timely delivered and with good results.
- Communication strategies, stakeholders' engagement plans and/or partnerships arrangements to promote the work of the Unit are developed and implemented.
- Coordination and fundraising efforts are supported as needed.
- Meetings and fora are organized successfully.
- Increased multi-stakeholder participation in UNEP supported partnerships.

**Travel**

Travel will be based on requirements/needs that will arise and availability of funds. The Junior Professional Officer will also be encouraged to use her/his training budget to attend study programmes, visits to ongoing projects, key events or any other professional development opportunity.

## **Training and Learning Elements**

### **Training**

Training opportunities encompassing substantive project management skills, leadership, as well as substantive environmental training courses are a crucial element and shall be discussed and agreed upon with the Supervisor, based on the needs of the Junior Professional Officer and the Unit.

### **Learning elements:**

After one year the Junior Professional Officer is able to: execute communication strategies and/or a multistakeholders' engagement plans from initial stages of identification to development, and implementation with minimal supervision; liaise independently with a variety of different partners and stakeholders at international level; and lead the process of establishment and maintain productive partnerships with multiple stakeholders, understanding their needs and matches them to UNEP's mandate.

After two years the Junior Professional Officer is able to: regularly provide high quality progress and performance reports; draft project budgets according to UN standards; formulate job descriptions and project documents; develop project documents and technical concept notes; liaise with a variety of different partners and stakeholders, including governments, private sector, CSOs, development banks, financial sector, academia, and others; organize events, meetings and other opportunities that help the visibility of the Unit; and participate in the development and implementation of communication strategies, multistakeholders' engagement plans and/or partnerships arrangements.

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 fund raising; develop coherent briefings and coordinate strategic outreach; facilitate complex multistakeholder engagement, partnerships and communication; and solely implement activities aimed at strengthening partnerships, stakeholder engagement and communication for the Source-to-Sea Pollution Unit, including private sector, development banks and agencies, financial sector, innovative entrepreneurs, sub-national and local governments, and CSOs.

## **Qualifications and experience**

### **Qualifications**

An advanced University Degree (Master's degree or equivalent) in the fields of communication, international relations, social science, environmental sciences, or a similar 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**

### **Working experience**

At least 4 years at the national level, or 2 years at the international level of practical experience in the field of communication, partnerships, stakeholder engagement, environmental management, or related areas.

Experience in working in an international organization field is desirable.

### **Language**

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***

**Professionalism:** he/she demonstrates professional competence; shows pride in work and in achievements; is diligent and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges.

**Communication and information-sharing:** he/she facilitates and encourages open communication and strives for effective communication; listens to others, correctly interprets messages from others and responds appropriately; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

**Client Orientation:** he/she 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

**Teamwork:** he/she demonstrates the ability to work in a multicultural, multi-ethnic environment and to maintain effective working relations with colleagues of different national and cultural backgrounds. He/she also demonstrates the ability to work in harmony with staff members of different national backgrounds in a mutually supportive team approach.

***Living conditions at Nairobi duty station***

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

- Good housing is available on demand.
- Conducive health conditions in area of assignment.
- The basic goods and services are largely available.
- Public transport is available and accessible.
- The socio-economic and cultural background is diverse.
- There is tight security at the place of assignment.
- The climate is temperate.