

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: **Programme Associate**

Office/division/MEA: **Marine and Freshwater Branch, Ecosystem Division**

Unit: **GEF International Waters**

Location: **Nairobi, Kenya**

Duration: **2 years**

Background information on UN Environment and the requesting Unit

The UN Environment Programme (UNEP) is the United Nations system's designated entity to 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.

This position is located in UNEP's Headquarters, Nairobi, Kenya in GEF International Water Unit, Marine and Freshwaters Branch, Ecosystems Division. Ecosystems Division is responsible for ecosystem management for human well-being, which covers biodiversity and ecosystem services, freshwater and terrestrial ecosystems; marine and coastal ecosystems, addressing the environmental causes and consequences of disasters and conflicts, adapting to climate change and a poverty and environment initiative. The Marine and Freshwaters Branch coordinates UNEP's water-related programme and work in close partnership with other UNEP divisions, UN agencies, regional offices, research institutions, NGOs, and Governments to achieve internationally agreed targets.

The GEF International Water Unit has a unique mandate that supports transboundary cooperation in shared marine and freshwater ecosystems. The GEF-IW projects and programmes underpinned by strong institutional and scientific networks and knowledge management platforms to demonstrate best practices in managing most aspects of the water cycle in transboundary river basins, lakes, aquifers, seas, and oceans. In addition, the projects and programmes aim to capitalize on UNEP's normative work, support in advancing scientific understanding, and catalyzing regional and multi-country cooperation, including through the Regional Seas Programme as well as its innovative approaches and tools for the sustainable management of water resources and their ecosystems.

Why is the Junior Professional Officer requested/needed?

GEF-IW portfolio is one of the signatures programmes of the UNEP implemented with the financial support of the Global Environmental Facility (GEF). The portfolio manages more than 20 ongoing projects and more in the making across the world that support the sustainable management and governance of transboundary river basins, lakes, aquifers, seas, and oceans for the achievement of SDGs. The IW Unit is under staffed due to resources limitation and thus little has been done in documentation and dissemination of the best practices, achievements and lesson learned through its extended interventions that could facilitated learning and awareness raising on this fundamental life supporting resource, the water. Communication JPO will significantly contribute to this important

role of promoting the work of the Unit through documentation, preparation, and dissemination of different outreach materials, among others.

Supervision

The JPO will be directly supervised by Chief, GEF International Waters Unit under the overall supervision of Head of Marine and Freshwater Branch, Ecosystem Division

Content and methodology of the supervision

The JPO will have an induction on the works of UNEP, Ecosystem Division and the Marine and Freshwaters Branch in general and specifically on the IW Unit programmes and projects. He/she will participate on regular weekly team meeting and projects field visit to learn through experience sharing. In addition to biannual performance review, guidance will be provided on developing action plan as well as regular monitoring and feedback on performance.

General objectives, desired results and anticipated problems will be discussed beforehand with the incumbent. The supervisor will provide regular feedback through review of work in process. The incumbent is expected to carry out the duties under general supervision and to consult the supervisor on issues related to policy or other sensitive matters. The supervisor will mentor the JPO and advise on relevant trainings to enhance performance and expertise.

First appraising officer: Mr. Hartwig Kremer

Title first appraising officer: Chief

Unit first appraising officer: GEF International Waters Unit

Location first appraising officer: Nairobi

Second appraising officer: Ms. Leticia Reis de Carvalho

Title second appraising officer: Head

Unit second appraising officer: Marine and Freshwater Branch

Location second appraising officer: Nairobi

Duties, responsibilities, and output expectations

Terms of reference

The JPO is expected to liaise with different Divisions, Branches and Units within UNEP, relevant partners in other UN organizations and outside of the UN system, stakeholders, executing partners and governments. Under the direct supervision of Chief, GEF International Waters Unit, the JPO will undertake the following tasks:

- Compiles, analyses, summarizes, and presents basic information/data on IW programmes and projects and relevant emerging information related to transboundary water resources and their ecosystem
- Collaborates with Task Managers on reviewing annual work plans and budget revisions, performance reporting; liaises with relevant parties on reporting requirements, guidelines, rules, and procedures and ensures completeness and accuracy of data submitted

- Supports in coordination and monitoring of programmes and projects implementation through extensive liaising with executing partners, implementing partners (for joint projects), national and regional relevant government entities
- Drafts standard legal instruments and terms of reference as required in the implementation of programmes and projects and follow up to obtain necessary clearances and approval
- Contributes to preparation of programmes and projects concept notes, work plan and budgets, revisions, and other related issues, as well as preparation of Unit contributions for a variety of periodic reports
- Supports recording and ensure accuracy and completeness of projects' data in the dashboard, project implementation monitoring, and other System in UNEP as required
- Participate and contribute to any events organized by projects, GEF and UNEP to disseminate information on projects results and lessons.
- Performs other duties as assigned

Output expectations

- Programmes and projects concept notes prepared
- Project Identification Form (PIR), CEO endorsement document completed and submitted to GEF Secretariat
- Legal instruments prepared and reviewed,
- Quarterly and Annual Project Implementation Review Report (PIR) compiled and uploaded into portal
- Programmes and projects implementation progress regularly reviewed

Travel

During the two years of the assignment, the JPO will travel to project sites to visits and document progress made at the grassroot level and share for awareness raising and possible scale up and replication of best practices. In addition, field visits are part of learning. She/he will travel to participate in national, regional, and international events, trainings, workshops, and conferences organized in relation to GEF-IW programmes and projects and learn from exchange and experience sharing. This also provides opportunity to learn and share and expand networking with the wider professionals and stakeholders.

Training and Learning Elements

Training

The JPO will take various in person and online UN mandatory trainings as well as courses related to her/his roles and those specific to IW Unit. This includes project management, report writing, integrated water resources management, etc.

Learning elements:

After two years the Junior Professional Officer is able to:

- *Draft project concept note, and review of project documents in the areas of international waters, marine and coastal ecosystems, and the environment*

- *Enhance her/his project management skills, compile periodic reports, follow up project execution*
- *Improve her/his knowledge of the UN system, understanding multicultural work-environment, familiarity with rules and regulations, improved negotiating skills, improved report writing, project monitoring.*
- *Expand her/his networking and partnership in and outside the UN system*

Qualifications and experience

Education: Advanced university degree (Master's degree or equivalent) in Marine Ecology, Environmental Science, Ecosystem Management, Natural Resources Management, Transboundary Waters Governance, or related fields. A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: 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.

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

Teamwork

communication

Living conditions at duty station

Nairobi- Normal living conditions for developing country in Africa.

The Republic of Kenya is an equatorial nation on the coast of East Africa, neighbouring 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 40 million is growing at an annual rate of 2.2%. The country's GNP per capita estimated at purchasing power parity (PPP) is \$975, and the GNP is growing at an average rate of 0.1% annually. More than 26% of Kenya's people live below the international poverty line of \$1 per day. Kenya's main food crops are "maize, wheat, pulses, roots and tubers." (FAO).

Nairobi is a modern metropolitan city where most basic goods and services, health facilities, public transport, telecommunication and banking services and educational facilities are readily available. The city is widely connected through its main airport, Jomo Kenyatta International Airport, and the smaller Wilson Airport. Air transport is also available to many up-country destinations. The city is home to some 3,000 UN personnel mainly attributed to the fact that it serves as the headquarters for both the UN HABITAT and UNEP.

The socio-economic and cultural background of the immediate society the UNV 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.