

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: JPO, Associate Programme Management Officer

Office/Division/MEA: United Nations Environment Programme/Ecosystems Division/Ecosystems Integration Branch/Cartagena Convention Secretariat

Unit: N/A

Location: Kingston, Jamaica

Duration: 2 years with the possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.

Background information on UN Environment and the requesting Unit

The United Nations Environment Programme is the leading global environmental authority which 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. The Ecosystems Division of UNEP works with international and national partners, providing technical advice and capacity development for the implementation of environmental policy, and the strengthening of the environmental management capacity of developing countries and countries with economies in transition. This post is located within the Caribbean Regional Coordinating Unit – Caribbean Environment Programme (CEP) and Cartagena Convention Secretariat in Kingston, Jamaica under the overall supervision of the Coordinator.

The Caribbean Environment Programme is a Regional Seas Programme, which is an international collaborative approach to protect the marine environment and its resources. CEP provides the programmatic framework for the implementation of the Cartagena Convention and its Protocols, which is a legally binding comprehensive umbrella agreement for the protection and development of the marine environment of the wider Caribbean Region. The sub-programmes on the Assessment and Management of Environmental and Pollution and Specially Protected Areas and Wildlife are responsible for supporting Governments of the Wider Caribbean Region in implementing the Oil Spills Protocol, the Specially Protected Areas and Wildlife Protocol and the Land-Based Source of Marine Pollution Protocol. Activities include the prevention, control and reduction of marine and land-based sources of pollution and the conservation and sustainable use of coastal and marine biodiversity.

Why is the Junior Professional Officer requested/needed?

The JPO is requested to support the implementation of the 2024/2025 Work Plan and Budget including decisions of the Contracting Parties to the Cartagena Convention, to enhance the communication of scientific and technical information to multiple stakeholders, in order to support improved policy and decision making by Governments by bridging the science-policy gap, and for enhancing attitudinal and behavioral change of the general public in the management of natural resources. Of specific interest to the

wider Caribbean Region are issues related to the management of marine litter with a specific focus on plastics pollution, building resilience to climate change and the production and the conversion of waste - solid and liquid to value including through circular economy approaches. The JPO's work will be focused on enhancing the delivery of the recently adopted 2023-2030 Regional Strategy for the Cartagena Convention and supporting implementation of regional projects and activities under the two technical sub-programmes. The JPO will have an important support role to the Coordinator in areas of Governance, strategic communication, outreach to public policy makers, and building regional capacity to address environmental issues. This will assist countries of the Wider Caribbean Region in meeting their obligations under the Cartagena Convention and its Protocols and support their achievement of other relevant regional and global commitments including the Sustainable Development Goals and the recently adopted Global Biodiversity Framework Targets of the Convention of Biological Diversity. The JPO is also expected to be integrally involved in the preparations for and participation in the next group of Intergovernmental Meetings of the Cartagena Convention Secretariat scheduled for the second half of 2025.

Supervision

The E-Performance system is to be used to appraise the JPO.

Content and methodology of the supervision

The JPO will benefit from the following supervision modalities:

- Structured guidance and coaching provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO.
- Establishment of a work plan, with clear key results, targets and timelines as well as a training plan.
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment.
- Easy access to the supervisor.
- Participation in office meetings to ensure integration and operational effectiveness.
- Guidance and advice in relation to learning and training opportunities within the field of expertise.
- Completion of yearly e-Performance report and organization of regular feedback discussions on performance.
- Supervisor will ensure that the JPO fully understands his/her duties and responsibilities; is suitably equipped and trained to perform the functions and is familiar with the Office's structure within the Cartagena Convention Secretariat, Ecosystems Integration Branch, Ecosystems Division, and UNEP.
- Additional opportunities for technical support will be provided through collaboration with regional technical partners and projects executed by the Cartagena Convention Secretariat including the GEF CReW+, GEF LAC Cities and GEF Gulf of Mexico Projects on integrated wastewater and water resources

management, implementation of circular economy solutions to plastics management, and the management of Marine Protected Areas.

First appraising officer: Ms. Laverne Walker

Title first appraising officer: Marine Pollution Programme Manager

Unit first appraising officer: Cartagena Convention Secretariat

Location first appraising officer: Kingston, Jamaica

Second appraising officer: Mr. Christopher Corbin

Title second appraising officer: Coordinator

Unit second appraising officer: Cartagena Convention Secretariat

Location second appraising officer: Kingston, Jamaica

Duties, responsibilities and output expectations

- Support the development and strengthening of partnerships with regional and international organizations that are relevant to the mandate of the Cartagena Convention Secretariat.
- Support the development of resource mobilization through the identification of emerging priority issues and design of new project proposal concepts.
- Support the monitoring and evaluation of the implementation of the Secretariat's work plan and budget including all COP Recommendations and Decisions.
- Assist with the design, outreach and implementation of communication and outreach activities on the state of pollution and marine biodiversity in the Wider Caribbean Region targeting multiple stakeholders including through Webinars, Social Media Outreach and enhanced website. Thematic priorities include will include inter alia: Marine Litter and Plastics, Climate Change, Ocean Acidification, Sargassum and Nutrients.
- Design strategies to further sensitize regional governments of the importance of ratification/accession to and implementation of the Cartagena Convention and its Protocols including Regional Strategies and Action Plans and to continue to share the outputs and products from Secretariat activities and projects.
- Provide support for the convening of regional intergovernmental meetings and capacity building workshops of the Cartagena Convention Secretariat and Regional Activity Centers including through preparation of working and information meeting documents, and final meeting reports.

Output expectations

The JPO will make a substantive contribution to the implementation of the Technical Sub-Programmes of the UNEP Cartagena Convention (AMEP and SPAW) while also supporting improved governance and ongoing communication, education, training and awareness raising efforts.

These include:

- Enhanced partnerships with regional and international stakeholders including Government Focal Points and Donors.

- Increased visibility of regional efforts towards the protection and development of the marine environment through projects and activities executed and implemented by the CEP and its partners and the successful organization of events.
- Increased dissemination of information and raised awareness of member states and the general public on the implementation of projects and activities by CEP and partners.
- Increased access to data and information on coastal and marine resource management.
- Increased public awareness through the media, private sector, communities, schools and other organizations on responsible use and management of coastal and marine resources.
- Improved monitoring and evaluation of the implementation of the biennial work plan and responses by the Secretariat to COP Decisions.

Travel

During the first year, the JPO will participate in at least 3 regional capacity building workshops and/or meetings organized through the UNEP Cartagena Convention Secretariat and its respective projects and partners, as appropriate.

During the second year of assignment, the JPO will participate in regional preparatory Scientific, Technical and Advisory Committee Meetings of the Cartagena Convention and its Protocols as well as Conferences of Parties to the Cartagena Convention and its Protocols.

Training and Learning Elements

Training

Training opportunities such as pollution monitoring and assessment, ecosystems-based management, oceans governance, website content management, responsible use of social media and others that may arise will be provided to the JPO. The JPO will be invited to participate in national and regional interactive meetings and dialogues dealing with stakeholder participation, project development, conflict resolution and communication. The JPO will also be entitled to choose, in agreement with the supervisor, the training programmes s/he wishes to participate in using the training budget provided under the JPO agreement. The JPO may also utilize internal on-line training courses, which are available at no-cost to UN staff members.

Learning elements:

After one year the Junior Professional Officer is able to:

- Write meeting and project assessment reports.
- Assessment and Evaluate project proposals and consultancy outputs.
- Draft project and programme budgets according to UN standards
- Formulate consultancy job-descriptions including development of Terms of reference and support project documents.
- Monitor progress in solving problems, formulate remedial action proposals.

After two years the Junior Professional Officer is able to:

- Work effectively in a UNEP administered Regional Seas Programmes and a Regional Convention as well as have gained knowledge of other relevant regional and global conventions dealing with marine issues.
- Write and report on environmental issues in particular on priority issues such as ocean governance, pollution prevention, biodiversity conservation and integrating climate change into new programmes, projects and activities.
- Demonstrate improved sensitivity to working in a multi-cultural environment including on how best to communicate about environmental issues to multiple stakeholders including Governments, donors, academic and research community, regional technical partners, and the general public.
- Demonstrate improved understanding about governance of transboundary issues on the management of coastal and marine resources.
- Demonstrate improved understanding of national and community-based approaches to addressing priority regional issues such as on marine litter and sargassum within developing countries and small island developing states.

Qualifications and experience

Qualifications

- Master's degree in Environmental Management, Natural Sciences or similar field required.
- Postgraduate training in Project Management, Proposal Writing and/or Communications would be an asset.
- A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

Working experience:

- A minimum of 2 years progressively responsible experience in environmental or natural resources management, communications, international relations, or related area at national level.
- Experience in regional or international environmental-related initiatives, programmes and projects is an advantage.

Language

- For this position excellent written and oral communication skills in English are essential.
- Working knowledge of Spanish and/or French is an asset.

Other skills:

- Proficiency in MS Office Suite
- Ability to work as part of a multi-disciplinary team and to establish and maintain effective working relations within a multicultural working environment.
- Strong analytical skills and sound judgment

Competencies

Professionalism: Ability to plan, execute and monitor public communication campaigns, including campaign management, message targeting and impact evaluation. Ability to research, draft and compile a variety of written communication products in a clear concise style. Ability to interact with the public to build and maintain effective connections. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns. Shows persistence when faced with difficult challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

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.

Living conditions at duty station

This post is based at the UNEP CAR/RCU in Kingston, Jamaica. Jamaica ranks 96th among 189 countries with a Human Development Index of 0.726 as at 2019 and is regarded as an upper middle-income country. The country has achieved universal primary education and is on track to ensure environmental sustainability and to eradicate extreme hunger. Approximately 92 per cent of the population has access to safe drinking water, while 98.9 per cent have access to basic sanitation. Updated information on living conditions at the duty station will be provided to the selected candidate. General information on working conditions at the duty station will also be made available to the selected candidate.