UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information
Post Title: Junior Programme Officer – Marine and Coastal Ecosystems
Office/Division/MEA: Ecosystems Division, Marine and Freshwater Branch
Unit: Marine and Coastal Ecosystems Unit
Location: Nairobi
Duration: two years or three years (based on availability)

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 levels. 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 the Marine and Coastal Ecosystems Unit (MCEU), Marine and Freshwater Branch, Ecosystems Division. The 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 environmental initiative. The Marine and Freshwater Branch coordinates UNEP's water-related programmes and projects as stated in Medium Term Strategy (MTS) and Programme of Work (PoW) and works in close partnership with other UNEP Divisions, MEAs, UN agencies, Regional Seas Conventions and Action Plans, regional offices, research institutions, NGOs, and Governments to achieve internationally agreed targets.

The Marine and Coastal Ecosystems Unit has a unique mandate that supports the protection, restoration and conservation of coastal and marine ecosystems, sustainable blue economy transition, the implementation of the Kunming-Montreal Global Biodiversity Framework (GBF) targets, and the ratification and implementation of the agreement on biodiversity beyond national jurisdiction (BBNJ), among others. Projects and programmes underpinned by strong institutional and scientific networks and knowledge management platforms demonstrate best practices to conserve, restore and sustainably use the marine and coastal ecosystems as well as enhance ocean and sea governance. In addition, the projects and programmes aim to capitalise 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 marine and coastal ecosystems.

Why is the Junior Professional Officer requested/needed?

The Marine and Coastal Ecosystems Unit, in addition to its extensive portfolio, is currently actively engaged in contributing to UNEP's work in providing capacity-building support to member states with a specific focus on small island developing states (SIDS) and least developed countries (LDCs) in implementation of the GBF as well as the ratification of and early action on the BBNJ agreement. In addition, the Unit is actively engaged with member states with regard to various draft resolutions proposed for the sixth United Nations Environment Assembly (UNEA-6) by providing technical advice and support. Given the Unit's limited capacity and increasing demands, it is critical to enhance the human resources of the Unit to deliver on such emerging and important additional commitments as aligned with the UNEP's MTS and PoW. Therefore, the Marine and Coastal Ecosystems Unit requests a JPO to support the great work of the Unit initially for a two- or three-year period (as available).

Supervision

The JPO will be directly supervised by the Programme Management officer, under the overall supervision of the Chief of Marine and Coastal Ecosystems Unit.

The JPO will have an induction on the works and operational structures of UNEP, the Ecosystem Division and the Marine and Freshwater Branch in general and specifically on the Marine and Coastal Ecosystems Unit programmes and projects. The individual will participate in weekly team meetings and project field visits to learn through experience sharing. In addition to the biannual performance review, guidance will be provided on how to develop an action plan as well as regular monitoring and feedback on performance.

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

First appraising officer: Mr. Gabriel Grimsditch
Title first appraising officer: Programme Management Officer
Unit first appraising officer: Marine and Coastal Ecosystems Unit
Location first appraising officer: Nairobi

Second appraising officer: Ms. Sinikinesh Beyene Jimma
Title second appraising officer: Chief of Unit
Unit second appraising officer: Marine and Coastal Ecosystems Unit
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 organisations and outside of the UN system, stakeholders, executing partners and governments. Under the direct supervision of the Programme Management Officer, the JPO will undertake the following tasks:

- Compiles, analyses, summarises and presents basic information/data about MCEU programmes and projects on blue carbon, coral reef, mangroves, and other coastal and marine ecosystem conservation and restoration, sustainable blue economy and relevant emerging information related to marine and coastal ecosystem restoration, conservation, and sustainable use.
- Collaborates with programme managers and team 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 and reports 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
- Draft 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 the preparation of programmes and projects concept notes, project proposals, work plans and budgets, revisions, and other related issues, as well as preparation of Unit contributions for a variety of periodic reports, including UNEP's MTS and PoW
- Supports recording and ensuring accuracy and completeness of projects' data in the dashboard, project implementation monitoring, IPMR and other Systems in UNEP as required
- Participate and contribute to the organisation of meetings, conferences, forums and other events to disseminate information on project results and lessons.
- Participate in project field monitoring visits and performance review process
- Performs other duties as assigned

Output expectations

- Programme and project concept notes prepared,
- Project document approved,
- Legal instruments prepared and reviewed,
- Quarterly and Annual Project reports compiled and uploaded into IPMR and submitted to donors,
- Programmes and project implementation progress regularly reviewed, and
- Field monitoring conducted.

Travel

During the two or three years of the assignment, the JPO will travel to project sites to visit and document progress made at the grassroots level and share for awareness raising

and possible scale-up and replication of best practices. In addition, field visits are part of practical learning and reflection sessions in UNEP. She/he will travel to participate in national, regional, and international events, trainings, workshops, and conferences organised in relation to MCEU programmes and projects and learn from exchange and experience sharing. This also provides an opportunity to learn and share and expand networking with the wider professionals and stakeholders.

Training and Learning Elements

The individual will take various in-person and online UN mandatory training as well as courses related to her/his roles and those specific to the work of the Marine and Coastal Ecosystems Unit. This includes project management, report writing, integrated marine and ecosystem restoration and conservation, sustainable blue economy, etc.

Learning elements:
After two years, the Junior Professional Officer is able to:
- Draft project concept notes and review project documents in marine and coastal ecosystems conservation and restoration, ocean governance, sustainable blue economy, etc.
- Enhance her/his project management skills, compile periodic reports, follow up on project execution,
- Improve her/his knowledge of the UN system, understanding of multicultural work environment, familiarity with rules and regulations, improved negotiating skills, improved report writing, and project monitoring, and
- Expand her/his networking and partnership inside and outside of the UN system.

Qualifications and experience

Education:

Advanced university degree (Master's degree or equivalent) in Coastal and Marine Ecology, Environmental Science, Ecosystem Management, Natural Resources Management, Ocean 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 four years at the national level or two years at the international level in sustainable development, including design and implementation of marine and coastal ecosystem restoration and conservation, natural resources management, and other related environmental 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 countries 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 are modest. The topographic and climatic features of the assignment location are highland cool and warm tropical climate.