

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: JPO - Public Advocacy and Communication (Coordinator for the Champions of the Earth programme)

Office/Division/MEA: Communication Division

Unit: Public Advocacy and Communication Section

Location: Nairobi

Duration: 2 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 Communication Division communicates UNEP's core messages to all stakeholders and partners, raising environmental awareness and enhancing the profile of UNEP worldwide. This position is based in Nairobi in the Public Advocacy and Communication Section of the Communication Division.

Why is the Junior Professional Officer requested/needed?

The Junior Professional Officer will support the Public Advocacy and Communication Section in coordinating the planning, development, implementation, and evaluation of UNEP's flagship annual award programme of Champions of the Earth. The duration is envisaged for two years with a possibility of extension.

Supervision

Direct supervision by Mr. Atif Ikram Butt

Title supervisor: Chief, Public Advocacy and Communication Section

Unit supervisor: Public Advocacy and Communication Section, Communication Division

Location supervisor: Nairobi

Address, telephone, fax, e-mail, and signature of supervisor: United Nations Complex, UN Environment Programme, NOF Block 1, Level 1, atif.butt@un.org

Content and methodology of the supervision

Support and supervision will include regular discussions, meetings, and feedback in line with the planned E-performance goals and outcomes. The Junior Professional Officer will be assisted in developing his/her workplan for the e-performance process, which is guided by the set outcomes for the Section's and Division's workplans. The discussion on e-performance process will include development plan and learning objectives as well as nature of assessments of accomplishments and on job-satisfaction. The Junior Professional Officer will be introduced to all concerned offices and staff in UNEP that concerns the programme.

Regular weekly meetings will be held between the Junior Professional Officer and the First Reporting Officer (FRO) to discuss tasks and review any bottlenecks to performance and find solutions. There will be a mid-point review where goals will be reviewed and

any changes in the outcome documented and effected. The Junior Professional Officer will be invited to attend team meetings, including but not limited to, Section's editorial meetings, strategy discussions as well as other numerous regular interactions with UNEP offices to enable effective working with other units or the organizations.

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. Results of each set of activities, is reviewed for attainment of objectives and quality of work.

First appraising officer: Mr. Atif Ikram Butt

Title first appraising officer: Chief, Public Advocacy and Communication Section

Unit first appraising officer: Public Advocacy and Communication Section,
Communication Division

Location first appraising officer: Nairobi

Second appraising officer: Ms. Nandita Surendran

Title second appraising officer: Deputy Director

Unit second appraising officer: Communication Division

Location second appraising officer: Nairobi

Duties, responsibilities and output expectations

Terms of reference

- Coordinate the planning, development, implementation, and evaluation of the Champions of the Earth programme.
- Monitor and analyze the programme development and implementation; conduct review of relevant documents and reports to identify challenges and issues and take corrective actions.
- Work in conjunction with other units of the Division and close liaison with internal and external partners on strategic, policy and operational issues to ensure effective programmatic delivery.
- Develop partnerships and nurture networks to increase the scale and impact of programme.
- Report writing and documentation including conducting research and analyses, preparing background papers, statements and policy briefs and their presentation to various internal and external partners and stakeholders.
- Provide support in consultative and other meetings with member states, strategic partners, and other stakeholders.
- Lead and coordinate the development of cross-cutting strategic policy directives, position papers, statements, and briefings on the programmes.
- Perform other duties in making Champions of the Earth programme successful.

Output expectations

The Champions of the Earth programme is successfully held with visible engagement and tangible commitments made by both public and private sectors.

Travel

Missions and travel envisaged during first year of assignment:

Travel to a venue of at least one Communication Division event/meeting during the first year.

Missions and travel envisaged during second year of assignment:

At least one mission travel to UNEP/Communication Division meetings on outreach activities.

Training and Learning Elements

Training

The Junior Professional Officer will undertake all UN mandatory trainings, i.e., Security Awareness Training, Competency based training, performance monitoring training, and integrity training. The Junior Professional Officer may also participate in language training courses offered by the UN Office in Nairobi (UNON). Programmatic and substantive training – Result based management training, programme management training and gender awareness and planning, media training will also be required.

Learning elements:

After one year the Junior Professional Officer is able to: Contribute to the growth of UNEP's reach and followings through the daily social media activity of UNEP across channels.

After two years the Junior Professional Officer is able to: Lead the strategy and coordination of the UN Environment Programme's flagship award programme Champions of the Earth; Make a substantive contribution to this vital programme that each year attracts nominations from across the world.

We are confident that the Junior Professional Officer will benefit tremendously through the exposure to UNEP's programme of work and the challenge of communicating environmental science, and will acquire first-hand information on environmental communications, interventions, and policies and how to apply these skills within the specific field and inter-governmental organizations.

Qualifications and experience

Qualifications: University degree in the field of communication, journalism, international relations, public administration, computer or information systems or related field is required.

Languages: Fluency in English is required; Knowledge of additional UN languages would be an asset. Good drafting/ writing skills, good oral communication skills required.

Working experience: A minimum of two years of progressively responsible experience in public information, journalism, international relations, public administration or related area is required. Prior experience at the international level is advantageous.

Competencies

Professionalism: Excellent knowledge of and experience with the policies, theories, concepts and approaches relevant to particular sector, functional area or another specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. Show ability to relate to various issues and perspectives to political, social and economic programmes. Conceptual analytical and evaluative skills to conduct independent research and analysis and show ability to complete in-depth studies and reach conclusions on possible causes and solution to problems in specific areas and /or countries. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; 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 problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Living conditions at duty station: Nairobi is classified by the UN as a "B" duty station, entitling UN staff to home leave every two years. The normal living conditions for developing country in Africa prevail in Nairobi.