

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Business Analyst

Office/Division/MEA: Communication Division

Unit: Operations Unit

Location: Nairobi

Duration: 2 years minimum (with possibility of extension)

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.

The position is located in the Operations Unit and reports to the Chief of Operations. The Unit comprises 6 staff – 1x Financial Management Officer, 1x Finance and Budget Assistant and 4x Administrative Assistants with transactional responsibilities across procurement, human resources, travel, property management and other general support services.

Why is the Junior Professional Officer requested/needed?

The Communication Division has increased significantly over the last couple of years, both in terms of transactions and personnel. The current staffing structure does not cover the growing need for data collection, analysis, monitoring and reporting in a systematic and automatic manner that would support and enable real-time decision making.

For example, business processes have not been defined and mapped, and few SOPs exist to date. The workflows for procurement and recruitment requests are still managed through pdf files and exchanged via emails. Data collection is still done via Excel documents (in many cases) and the reporting is manually done. To date, the unit has relied on UN Volunteers to carry out this work in a limited capacity and with a high turnover rate.

The Communication Division carries the image of UNEP to the world, especially our Member States, other major donors and stakeholders. The response times must be improved. It needs to be more agile and nimbler, and it requires a high degree of automation.

Supervision

Direct supervision by: Ms. Raluca PANICAN

Title supervisor: Chief of Operations

Unit supervisor: Operations Unit

Location supervisor: Nairobi

Content and methodology of the supervision

The supervision will include a clear and timely communicated work plan, with frequent milestone discussions, ongoing feedback and end-of-cycle performance evaluation, and in line with the UN regulations, rules and policies on performance management. The Junior Professional Officer (JPO) will be assisted in developing his/her work plan for the E-performance process, which is guided by the set outcomes for the Unit workplan, the Division workplan and the Director's workplan. Any indicators of underperformance will be promptly addressed in a constructive manner and with the objective of continuous learning and development, and contribution to the Division's mandate.

The work plan will also include a development plan that will capture learning and other opportunities that will enhance the JPO's career progression opportunities, within and outside of the UN.

The JPO will have exposure to all colleagues in the Division, will attend meetings with the division senior management and will work closely with colleagues from other divisions.

Please note: standard UN job-descriptions for P-2 indicates type and extent of supervision given to the post as follows: General objectives, desired results and anticipated problems are discussed beforehand with the incumbent. 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. Final results of each set of activities, is reviewed for attainment of objectives and quality of work.)

First appraising officer: Ms. Raluca PANICAN
Title first appraising officer: Chief of Operations
Unit first appraising officer: Operations Unit
Location first appraising officer: Nairobi

Second appraising officer: Mr. Daniel COONEY
Title second appraising officer: Director, Communication Division
Unit second appraising officer: Communication Division
Location second appraising officer: Nairobi

Duties, responsibilities and output expectations

Terms of reference:

1. Map the key administrative processes (in the areas of finance, budget, human resources, travel, property management and other general support services)
2. Draft standard operating procedures (SOPs)
3. In consultation with UNEP's Enterprise Solution Services Unit, design and build custom PowerApp workflow solutions to meet user and decision-makers' needs.
4. Integrate PowerApps with other Microsoft technologies, such as Power Automate and PowerBI, to develop dashboards and other tools for data reporting and decision-making support.
5. Plan, implement, test and deliver the data collection, monitoring and reporting tools the Division.
6. Maintain and regularly update the project plan.

Output expectations

1. Increased volume and quality data collection and monitoring.
2. Increased transparency and fast identification of bottlenecks.
3. Consistency and efficiency in the application of business processes across the division.
4. Compliance with UN regulations and rules.

Travel

Missions and costs of travel envisaged during first year of assignment. There are no travel requirements envisioned during the first year of assignment, as this is a headquarters post.

Missions and costs of travel envisaged during second year of assignment. In the second year, it is envisaged that the JPO may be required to roll out the solution to other UNEP divisions and offices located outside of Nairobi. The estimated costs are USD 2,500.

Training and Learning Elements

Training:

The JPO will undertake all mandatory training required of UN staff members. She/he will have access to all the training platforms on data analytics, reporting and other career enhancing tools.

The JPO will also be encouraged to sign up as a mentee on the award-winning “Together” mentorship platform developed available to all the UN system and related organizations.

Other training opportunities will include participation in the UNEP PowerBI academy and language training offered by the UN and other events.

The direct supervisor sees training as crucial for career development and is fully supportive of such requests.

Learning elements:

After one year the Junior Professional Officer is able to: a) engage for results with various stakeholders in the UN secretariat; b) have a good understanding of UN regulations, rules and processes, and c) write standard operating procedures and develop process maps and workflows.

After two years the Junior Professional Officer is able to: a) lead automation-related projects; b) train other colleagues in the use of the tool; and c) have a strong and rich network of peers within the UN system.

After three years (if applicable) the Junior Professional Officer is able to: N/A

Qualifications and experience

Qualifications:

Advanced university degree (master’s degree or equivalent) in computer science, data science, analytics, statistics, information management, public administration, management or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

A minimum of three years of experience in applied analytics, business intelligence, information management, statistics, project management, stakeholder management or related area is required.

Minimum two years of experience developing PowerApps, Power Automate and other Microsoft Power platforms solutions is required.

Project management experience using established frameworks (Agile, Scrum, and related) is desirable.

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. Knowledge of another UN official language is desirable.

Competencies

- **Professionalism:** Excellent analytical skills with the ability to collect, organize, manage, and disseminate significant amounts of information with attention to detail and accuracy. The ability to analyze, model and interpret data in support of decision-making and convey information succinctly to management. Adept at queries, report writing and presenting findings. Takes pride in the work for the organization and understands the impact that can be brought into the organization by allowing data-driven and evidence-based decisions. 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.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
- **Planning& 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

Nairobi is classified by the UN as a "B" duty station. The normal living conditions for developing countries in Africa prevail in Nairobi.