

## **UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

Post Title: Associate Public Information Officer  
Office/Division/MEA: Communication Division  
Unit: Digital Strategy Section  
Location: Nairobi  
Duration: Two 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. The position is located in the Digital Strategy Section.

### **Why is the Junior Professional Officer requested/needed?**

As technology is quickly changing with the advent of AI and other tools, along with the serious spread of mis- and dis-information, there is a need for the Digital Strategy Section to increase its ability to adapt and respond quickly. To date, the section has relied on UN Volunteers and interns to carry out this work in a limited capacity which is insufficient. Not having a handle on what is happening online can put UNEP and its work at serious risk. Improving its listening, monitoring and reporting work will also help inform decision making on environmental issues and crises by senior-most managers and in turn push UNEP to provide enhanced and more timely service to its member states and better tailor its limited resources.

### **Supervision**

Direct supervision by Ms. Nancy Groves (P5)  
Title supervisor: Chief of Digital Strategy  
Location supervisor: Nairobi  
Address, telephone, e-mail and signature of supervisor: United Nations Complex, UN Environment Programme, NOF Block 1, grovesn@un.org, (+254) 0797 368 064

### **Content and methodology of the supervision**

Support and supervision will include -discussions, regular 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 Unit workplan, the Division workplan and the Director's workplan.

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 editorial meetings, section strategy discussions as well as the numerous and regular interactions with other UNEP divisions, to enable them to learn about the work of other units.

An end of year performance discussion will be held with the First Reporting Officer. Prior to this meeting the Junior Professional Officer will have prepared his/her self-assessment of performance for discussion with the FRO. Any shortcomings will be discussed and ways of eliminating them instituted.

First appraising officer: Ms Nancy Groves  
Title first appraising officer: Chief of Digital Strategy  
Unit first appraising officer: Digital Strategy Section  
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**

- Leverage free and subscription tools to monitor online conversations about UNEP and environmental issues and to write reports on reach, impact and other issues.
- Use insights learned to assist in the development of digital content and tactical strategies.
- Conducts research and provides analysis on digital trends and opportunities.
- Monitors UNEP's digital platforms for questions, mentions, shares and other aspects.
- Contributes to comprehensive reports that include detailed statistics and analytics on UNEP's digital campaigns/outputs and online activity including audiences, reach and engagement.
- Perform other duties as prescribed by the unit chief, the section chief or the Office of the Director.

### **Output expectations**

Increased high-quality reporting on and analysis of UNEP's communications work and impact to help inform decision making on environmental issues by senior UNEP officials and communication personnel.

### **Travel**

Missions and costs of travel envisaged during first year of assignment: None – work can be completed in person in Nairobi. However, should an opportunity for the Junior Professional to attend a related event at any point, all efforts would be made to allow maximum exposure for in-person learning and networking away from the duty station.

Missions and costs of travel envisaged during second year of assignment: None

Missions and costs of travel envisaged during third year of assignment (if applicable): None

**Training and Learning Elements**

The Junior Professional Officer will undertake all UN mandatory training courses and will have access to extension online courses on analytics, reporting and other tools. The Junior Professional Officer will also be invited to special events offered by UN System peers on issues related to AI, information integrity, analytics and monitoring. The Junior Professional Officer may also participate in language training courses offered by the UN Office in Nairobi (UNON) along with special events held in Nairobi, a dynamic and tech-savvy city.

**Learning elements:**

After one year the Junior Professional Officer is able to: contribute to communications-related listening, monitoring and reporting work about the UN, UNEP and environmental issues/crises and have a good understanding of the discipline in a UN context.

After two years the Junior Professional Officer is able to: lead on communications-related listening, monitoring and reporting work about the UN, UNEP and environmental issues/crises and have a strong network of peers inside and outside the UN system.

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

**Qualifications and experience**

**Qualifications:** University degree in the field of communication, journalism, international relations, marketing, public administration, information studies, 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:** Demonstrated In-depth knowledge of communication and the field of public information; shows pride in work and in achievements; 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. Establish effective collaboration and partnerships with officials at all levels inside and outside the organization.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Adjusts priorities as required; Allocate 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.

**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.

**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.