

UN ENVIRONMENT PROGRAMME JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Coordinator for Digital and Accessible Publishing
Office/Division/MEA: Communication Division
Unit: Publishing / Client Services Section
Location: Nairobi
Duration: 2 years

Background information on UNEP 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 Content and Client Services Section, Publishing Unit of the Communication Division.

Why is the Junior Professional Officer requested/needed?

The Junior Professional Officer will support the Publishing Unit in coordinating the planning, development, implementation, and evaluation of UNEP's accessibility and digitization of publications. The Junior Professional Officer would also serve as an important liaison between the Publishing Unit and the team managing UNEP's knowledge repository which is undergoing review for improvements and quality control.

Accessibility is of increasing importance in publishing. Accessible PDF and Accessible EPUB3 are documents that can be accessed by people with disabilities, especially for the use of assistive technology such as text-to-speech or Braille printout. Currently, UNEP's PDF files do not meet international accessibility guidelines, except those few that the Publishing Unit has sent for remediation by an external company. Accessibility in publishing is currently in rapid advancement especially since the European Accessibility Act (2019) was passed, and UNEP should ensure that the latest environmental science remains accessible to persons with disabilities as much as possible.

Digital publishing refers to the production and distribution of the publication in additional digital formats. There are a variety of approaches and scales, ranging from full publications in HTML to digital versions of the report's key messages. Other formats such as audio and video can also be utilized and integrated into digital products. While UNEP has produced a range of digital formats for its publications, it is currently ad-hoc and the success has not been systematically assessed.

The Junior Professional Officer will work closely with the Design Team and Digital Section within the Communication Division as well as with the Chief Digital Officer and other colleagues across the organization. The Junior Professional Officer will ensure there is alignment on UNEP's publications in terms of accessibility and digitization, and that there is sufficient capacity

(whether internal or through a Long-Term Agreement) to produce publications in digital formats. The duration is envisaged for two years with a possibility of extension.

Supervision

Direct supervision by Nicolien de Lange

Title supervisor: Managing Publisher

Unit supervisor: Content and Client Services Section, Publishing Unit, 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, nicolien.delange@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 their workplan for the e-performance process, which is guided by a set outcomes for the Section's and Division's workplans. The discussion on e-performance process will include a development plan and learning objectives as well as the nature of assessments of accomplishments and on job-satisfaction. The Junior Professional Officer will be introduced to all concerned offices and staff in UNEP related to the programme.

Regular weekly meetings will be held between the Junior Professional Officer and the First Reporting Officer 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 planning meetings, strategy discussions as well as other numerous regular interactions with UNEP offices to enable effective working with other units.

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: Nicolien de Lange

Title first appraising officer: Managing Publisher

Unit first appraising officer: Content and Client Services Section, Communication Division

Location first appraising officer: Nairobi

Second appraising officer: Ms. Katie Elles

Title second appraising officer: Chief, Content and Client Services Section

Unit second appraising officer: Communication Division

Location second appraising officer: Nairobi

Duties, responsibilities and output expectations

Terms of reference

Accessibility:

- Provide an overview of UNEP's performance on the accessibility of publications and lead discussions across the organizations for inputs and conveying the importance of adherence to accessibility standards;
- Implementation of accessibility guidelines in UNEP's templates and testing of the accessible versions of publications in PDF and (where possible) EPUB3;
- Monitor and analyze the performance of accessible publications including the success of EPUB3 versus PDF;

Digitization:

- Lead and coordinate the development of a UNEP strategy on digitization including performance metrics and evaluation criteria;
- Work with the digital team (Communication Division) and Digital Transformation Team to understand UNEP's options for digital publishing;
- Undertake research to stay up to date with different digital publishing options (including in other UN entities);
- Monitor and analyze the success of digital products to understand the effort and success criteria for selecting digital formats for different publications.

Output expectations

The expected outputs are a robust approach for UNEP to ensure publications are accessible and to ensure UNEP's science is offered in different digital formats so that our audiences can effectively engage with and access the information.

Travel

Missions envisaged during first year of assignment:

None

Missions envisaged during second year of assignment:

None

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, digital trainings will also be required.

Learning elements:

After one year the Junior Professional Officer is able to: Contribute to decisions on digitization of UNEP's publications upon request.

After two years the Junior Professional Officer is able to: Implement a strategy for digitization of UNEP's publications in which decisions are made proactively and strategically, while rolling out fully accessible UNEP publications in PDF and where possible other formats such as EPUB.

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 digital publishing, publishing, 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 digital publishing 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.