

UNEP JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Junior Professional Officer on Environmental Sustainability

Office: New York Office

Unit: Sustainable United Nations

Location: Geneva

Duration: 2 years (or more if possible)

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 the sustainable development agenda within the United Nations system and serves as an authoritative advocate for the global environment. UNEP implements legislative mandates of the United Nations Environment Assembly (UNEA), the United Nations General Assembly, the Economic and Social Council (ECOSOC) and the High-Level Political Forum on sustainable development (HLPF), ensuring coherent delivery of its programme of work.

Over the past ten years UNEP has worked on supporting UN organizations in implementing environmental management as a systematic and credible approach to improving the environmental performance of the UN system. The Sustainable UN (SUN) team in particular provides technical advice and the coordination of interagency policies, reporting, and help desk functions that support UN system organizations in the implementation of the UN 2020-2030 Sustainability Strategy Phase I -Environmental sustainability in the area of management.” This strategy covers the UN’s system wide environmental impacts including, inter alia, Greenhouse Gas emissions, water, waste, biodiversity.

The SUN team manages the UN Greening the Blue Campaign and the related Greening the Blue report demonstrating to the public UN efforts to “walk the talk. The reach of the initiative spans across over 50 UN entities of the UN System representing UN operations in headquarters and across the globe. The team, with the help its key partners across the UN System, has driven measurable progress towards reducing the UN’s environmental footprint of facilities and operations and becoming climate neutral.

In 2020, the General Assembly Resolution on the Quadrennial Comprehensive Policy Review called for the UN development System to “implement measures and report regularly to their respective governing bodies, through existing reporting and mandates, on their efforts to reduce their climate and environmental footprint; ensure consistency of their operations and programmes with low emissions and climate-resilient development pathways; stressing the urgency of climate action and contribute to the post-2020 global biodiversity framework” ([A/RES/75/233](#) para29b). To implement such request an expansion of the system-wide reporting on Greenhouse Gas (GHG) to scope 3 emissions has to be developed and implemented in a system in a cohesive and coordinated manner and in line with international best practice.

Why is the Junior Professional Officer requested/needed?

The SUN team is tasked with supporting the UN system in implementing the *UN 2020-2030 Sustainability Strategy Phase I -Environmental sustainability in the area of management*. The strategy requires additional efforts namely in the areas of :

- Assist and provide input to the path forward to achieving the UN’s 2030 Internal Environmental Sustainability objectives.
- Assistance in collecting and analyzing the data coming from UN organizations

- Responding to increasing queries from UN agencies on questions related to GHG Scope 3 emissions, environmental management systems, water, waste management, energy efficiency, biodiversity or others.
- Assistance UN organizations in implementing environmental management systems.
- Manage projects related to other aspects of the SUN portfolio that the JPO might be interested in and willing to tackle with the supervisor (sustainable building or green events).

Supervision

The JPO will be under the direct supervision of SUN Programme officer, but will also work closely with the SUN Coordinator also on various matters (network management and environmental management systems). Details of the supervisors are as follows:

Content and methodology of the supervision

The JPO will be introduced the work of the SUN initiative in supporting the UN system and will initially work with the Programme Officer and the SUN coordinator at the UN environmental inventory including GHG emission accounting, Environment Management System, the greening the blue report and the preparation, hosting and facilitating of the SUN network meetings. This will allow the JPO to become quickly acquainted with the core work of the SUN team and to meet other UN agencies sustainability focal points.

With increasing level of experience, it is expected that the JPO will be able to take over the responsibility for the facilitation of the Environment management systems work of SUN. If necessary professional training on ISO 14001 (the EMS reference Standard) and Sustainable Building Standards will be provided. It is also expected that the JPO gradually will become able to provide technical insight and coordinate the SCOPE3 GHG emission reporting methodology.

Guidance will be provided through interaction with the supervisors on a regular basis, and through the work with other senior staff members in New York office. The overall context of management and guidance includes discussion of general objectives, desired results and anticipated challenges. Regular feedback on the progress of activities is obtained by the supervisor through review of work in process. The JPO will carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matter. Final results of each set or activities will be reviewed for attainment of objectives and quality of work. In addition, guidance will be provided to the JPO through a supporting team structure.

First appraising officer: Mr. Jacob Stuart Halcomb

Title first appraising officer: Sustainable UN Programme Officer

Unit first appraising officer: Sustainable UN

Location first appraising officer: Geneva, Switzerland

Second appraising officer: Ms Rie Tsutsumi

Title second appraising officer: Sustainable UN Coordinator

Unit first appraising officer: Sustainable UN

Location first appraising officer: Geneva, Switzerland

Duties, responsibilities and output expectations

The JPO is required as part of the strengthening of UN Environment's engagement in intergovernmental and inter-agency work on the implementation of the UN 2020-2030 Sustainability Strategy Phase I -Environmental sustainability in the area of management.

Terms of reference:

- Assist the collecting and analysis of environmental impacts data coming from UN organizations, including GHG emissions, waste, water, and biodiversity.
- Lead technical work on GHG Emissions Accounting and Reporting with specific focus on improved Scope 3 emissions calculation and reporting methodology..
- Help the SUN team organize support knowledge co-creation and training of UN sustainability focal points on GHG emissions, waste, water, and biodiversity.
- Assist on SUN's technical support to UN agencies on environmental management systems (EMS) and transition to leading this technical support effort.
- Manage or contribute to projects related to other aspects of the SUN portfolio that the JPO will be interested in and willing to discuss with the supervisor (sustainable building or green events).
- Assist the SUN team in operational aspects of the SUN project as appropriate.

Output expectations

- Coordination of the UN environmental inventory data collection ensuring inputs from the reporting entities is timely and well organized Successful assistance and leadership of SUN technical support in the area of environmental management systems. Produce guidance and technical methodologies on GHG emissions, specifically Scope 3.
- Quality technical assistance in the collection and reporting of UN system wide environmental impacts from operations and facilities in line with the commitments of the UN 2020-2030 Sustainability Strategy Phase I -Environmental sustainability in the area of management.
- Effective support to the SUN team on related workstreams as required.

Travel

Three travels per year.

Training and Learning Elements

On the job training: The Junior Professional Officer will receive unique experience and training within the New York Office of a UN organisation, including technical GHG accounting methodologies, and environment impact reporting, EMS, particularly as they relate to inter-governmental and public sectors. The successful candidate will receive an overview of the range of environmental sustainability issues within UNEP's work programme, the role of UNEP in setting the global environmental agenda and its coordination role within the UN system. The Junior Professional Officer will receive exposure to the functioning of intergovernmental bodies and will obtain an in-depth understanding of the UN system organisations working on sustainable development.

UN training courses: The Junior Professional Officer will be required to take several training courses that are mandatory for UN staff. He/she will also be invited to take other training courses developed by the UN system or by UNEP to enhance his/her performance.

Learning elements:

- After one year the Junior Professional Officer is able to:
 - Draft reports and briefing documents according to standards required by the SUN and New York Office and consistent with UN style format and protocol.
 - Have a clear understanding of the main intergovernmental and interagency processes relevant to sustainable development and relevance of mainstreaming environmental sustainability in their facilities and operations.
 - Provide reporting on organisational environmental impacts.

- After two years the Junior Professional Officer is able to:
 - Prepare and implement Environmental Management Systems in public sector organisations.
 - Calculate GHG and other Environmental impacts from organisations with broad geographic presence and operations.

Qualifications and experience

Qualifications:

Advanced university degree in a field related to environment (preferable engineering, environmental sciences, natural resources, but also sustainable development, economics etc.), or equivalent experience. A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree. A keen interest in the work of the United Nations in general and of UN Environment Programme in particular, and a personal commitment to UNEP's mission and to the ideals of the UN Charter.

Skills:

Ability to collect and analyses environmental data, ability to work in a group, interact, ability to transform complex concepts in simple messages. Experience with GHG accounting and climate science, with Data analytics (R, Python, etc.) is advantageous.

Working experience:

At least 2 years in sustainable development, corporate environmental sustainability, GHG accounting, or implementation of environmental related programmes, projects and activities is required. Prior experience at the international level is advantageous.

Language(s) proficiency required:

Fluency in English is essential. Working knowledge of other UN languages is an asset.

Other:

Practical knowledge of Word, Excel, PowerPoint, PowerBI. Good drafting/writing skills and ability to establish and maintain effective working relations within multicultural working environment.

Competencies

Professionalism: Knowledge of policies/procedures in the area of environmental sustainability and sustainable development; good research, analytical and problem-solving skills, including the ability to identify and contribute to the solution of problems/issues; knowledge of intergovernmental negotiation processes; familiarity with and in the use of various research methodologies and sources; and sound judgement.

Planning and organising: Strong organisational skills, including proven ability to effectively plan and coordinate own work as well as that of others; allocating appropriate amount of time and resources for completing work.

Communication: Good spoken and written skills, including the ability to draft clear and effectively policy and technical reports, correspondence, studies, and other communications to various counterparts and to articulate ideas in a clear and concise manner; and active listener, correctly interpreting messages and open to sharing information with others.

Teamwork: Good interpersonal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender in organisation and management of meetings and in project implementation.

Living conditions at duty station

Normal living conditions