

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

### **General Information**

Post Title	Junior Programme Officer on Sustainable Development
Office	New York Office
Unit	New York Office
Location	New York, United States of America
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 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. The New York office supports the processes on the implementation of the 2030 Agenda for Sustainable Development and its Sustainable Development Goals ensuring that environmental sustainability is effectively integrated in relevant intergovernmental processes, to help ensure coherent UNEP engagement and connect dots between processes and issues and to ensure that UNEP's voice and guidance on environmental policy issues are considered in the deliberations which take place at UNHQ. The NYO Office of UNEP also operates to effectively support the incorporation and mainstreaming of UNEP strategies and priorities across the UN system. This is done by providing a coordination and liaison services and supporting UNEP active participation in New York based interagency processes; sharing intelligence on environmental areas pertaining to UNEP's agenda with NY based and interagency teams in the UN system and with the UN secretariat. This includes in particular work with the High-Level Committee on Programmes; the UN Development System Group and other interagency instances of strategic importance. Its mandate is to, among others; coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of the governments, UN entities and the international community for action.

This position is located in the UNEP New York Office operates within the overall guidance of the UNEP Executive Office.

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

The JPO is required as part of the UNEP support to the facilitation and negotiation process of global initiatives on environment and its engagement in intergovernmental

and interagency process at the UN Headquarters, in particular the preparatory process and follow-up of the Summit of the Future to be held in 2024, the Social Summit to be held in 2025 and the implementation of the 2024 QCPR. The two-year period provides an excellent opportunity to support these intergovernmental processes and see their initial results.

## **Supervision**

The JPO will be supervised by the Senior Programme Officer for Intergovernmental Affairs and the Senior Programme Officer for interagency Affairs of the UNEP New York Office.

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

The JPO will receive an introduction to UNEP, the New York Office and its Workplan, orientation on the overall work of UNEP, including the UN Environment Assembly (UNEA) and the Committee of Permanent Representatives (CPR), and of the UN, the General Assembly, the Economic and Social Council, and the High-Level Political Forum, the major interagency mechanisms such as the High Level Committee on Programmes and the UN Sustainable Development group.

The JPO will carry out regular discussion and evaluation, with the supervisors in light of a previously established e-performance. This will include the frequency and nature of assessments of accomplishments, review of problems, discussions on job-satisfaction; discussion of development plan and learning objectives, guidance to be provided in development of the workplan and project implementation.

Guidance will be provided through interaction with the supervisors on a regular basis, and through the work with other senior staff in the 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. Results of each set of 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:	Mara A. Murillo Correa
Title first appraising officer:	Senior Programme Officer, Intergovernmental Affairs
Unit first appraising officer:	UNEP Programme New York Office
Location first appraising officer:	New York

Second appraising officer: Isabella Marras  
Title second appraising officer: Senior Programme Officer, Interagency Affairs

Unit second appraising officer: UNEP New York Office  
Location second appraising officer: New York

### **Duties, responsibilities and output expectations**

The JPO is required as part of the strengthening of UNEP's engagement in intergovernmental and inter-agency processes in New York to enhance its ability to respond to the needs expressed by member states and deliver on UN system-wide coordination and strategic policy guidance on environmental sustainability and sustainable development.

#### **Terms of reference**

- i. Participate in and follow intergovernmental deliberations on sustainable development relevant to addressing key environmental challenges to consolidate support for transformative ideas to advance the environmental dimension and address key environmental challenges, including the preparatory process of intergovernmental events such as the UN General Assembly;
- ii. Promote effective cooperation and enhance policy coherence with UN system counterparts by supporting the engagement in interagency coordination processes to promote effective cooperation in the field of the environment and sustainable development, increase UNEP's visibility and delivery as part of the UN System;
- iii. Support the preparation towards, participation, facilitation and follow-up of intergovernmental and interagency processes in New York that are relevant to UNEP's mandate and programme of work, following-up deliberations and preparing draft reports on these processes.
- iv. Undertake high quality research analysis on best practices and lessons learned on connecting scientific evidence with evidence-based policy making for sustainable development as well as identifying synergies and complementarities with interagency and intergovernmental processes and making strategic recommendations on how to take advantage of them;
- v. Liaise with UNEP divisions and regional offices to advise on opportunities and obtain timely input to inter-agency and to relevant inter-governmental processes, supporting the delivery of UNEP's programme of work and enhanced UN system policy coherence;

- vi. Prepare policy briefing documents, knowledge dissemination materials and concept notes as appropriate.

#### *Output expectations*

- i. High quality and well drafted reports and knowledge products, including backgrounders, talking points, concept notes and presentations.
- ii. Strong understanding of the technical, policy and institutional issues relating to sustainable development in intergovernmental and inter-agency mechanisms.
- iii. Background research and policy analysis of developments in inter-governmental fora relevant to inter-agency processes and vice versa.
- iv. In-depth analyses of interlinkages among sectors and of how to advance the full integration of the environmental dimension in the implementation of the 2030 Agenda.
- v. Updates to UNEP colleagues on developments in intergovernmental and inter-agency processes and their importance and relevance for UNEP's work as part of the UN system
- vi. Effective organisation of meeting with internal staff and with external counterparts and streamlined coordination for high-level dialogue series, conferences and sessions as required and according to protocol: accurate, succinct, and timely, and reports prepared.
- vii. Effective support to the UNEP New York Office on related work streams as required.

#### **Travel**

One travel per year.

#### **Training and Learning Elements**

*On the job training:* The JPO will receive unique experience and training within the New York Office of a UN organisation, including the functioning of intergovernmental negotiations and processes. 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 JPO 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 JPO will be required to take several training courses that are mandatory for UN staff. He/she/ they 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 JPO is able to:
  - Draft reports and briefing documents according to standards required by the 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 the sustainable development agendas.
- After two years the JPO is able to:
  - Prepare inputs for official documentation of UN Environment Programme.
  - Make recommendations on how better take advantage of synergies and complementarities among the interagency and intergovernmental processes relevant to global initiatives on environment and sustainable development.

***Qualifications and experience***

*Qualifications*

Advanced university degree (master's degree or equivalent) in a field related to the environment, sustainable development, economics, law, international relations, or political science. 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 UNEP in particular, and a personal commitment to UNEP's mission and to the ideals of the UN Charter.

*Skills*

Computer literacy skills, excellent drafting/writing skills and ability to establish and maintain effective working relations with multicultural working environment.

*Working experience*

At least 4 years in environmental related programmes, projects and activities is required. Prior experience at the national level, or 2 years at the international level in environmental matters is desirable.

*Languages*

English and French are the working languages of the UN Secretariat. For the position advertised, fluency in English (oral and written) is required.

### ***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.