

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

### **General Information**

Post Title: Associate Programme Officer –Expert on Circular Economy and Sustainable Consumption and Production

Units: 10-Year Framework of Programmes on Sustainable Consumption and Production (10YFP)/One Planet Network on SCP - Resources and Markets Branch, Industry and Economy Division of UNEP

Location: Nairobi

Duration: Two to three years

### **Background information on UNEP and the requesting Unit**

UNEP is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action.

UNEP was mandated by the UN General Assembly, at the Rio+20 Conference in 2012, to serve as the Secretariat of the 10-Year Framework of Programmes on Sustainable Consumption and Production (10YFP), a universal agreement and platform of action to accelerate the shift towards sustainable consumption and production in both developed and developing countries. As reflected in the 2030 Agenda for Sustainable Development, the 10YFP plays a central role in achieving the shift to SCP: its implementation is the first target of Sustainable Development Goal 12 on "Ensuring sustainable consumption and production"; the 10YFP is also recognized as the Framework of reference for decoupling economic growth from environmental degradation in SDG 8. The 10YFP generates impact through multi-stakeholder programmes and partnerships, which develop, replicate, and scale up SCP policies and practices at all levels and which form the One Planet Network ([www.oneplanetnetwork.org](http://www.oneplanetnetwork.org)).

In the context of the 10YFP Global Strategy for Sustainable Consumption and Production (2023-2030), adopted by the 10YFP Board and acknowledged by the UN General Assembly at its 77<sup>th</sup> session, the objectives of UNEP, together with the One Planet Network, are to:

- Pillar 1: Further position sustainable consumption and production as an essential requirement and means to achieve global commitments for sustainable development, climate, biodiversity and pollution.
- Pillar 2: Enable changes through circularity, transformative multistakeholder and public-private partnerships, tools and solutions across high-impact systems and sectors.

- Pillar 3: Empower countries, in particular developing countries, and stakeholders for mainstreaming and implementing sustainable consumption and production patterns, leveraging the UN Development System.
- Pillar 4: Fostering a global movement and commitments for action.

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

UNEP is serving as the Secretariat of the 10-Year Framework of Programmes on Sustainable Consumption and Production (10YFP) at the request of the international community. UNEP is fulfilling its mandate under its Programme of Work on Financial and Economic Transformations, through its approved project “Implementing the Global Strategy for Sustainable Consumption and Production through the One Planet Network (10YFP Secretariat phase 3)”.

This JPO position will contribute towards the implementation of core functions associated with the 10YFP, in particular those associated with governance and mainstreaming of sustainable consumption and production (SCP) and circular economy approaches, through supporting Member States demonstrate leadership and commitment to promote and implement SCP in intergovernmental processes and ensure stable, adequate financial resources for the core of the 10YFP work; and developing and advancing strategic partnerships and tools to facilitate the uptake of SCP and circularity in the draft decisions for the implementation of MEAs and other frameworks. This includes strengthening cooperation and supporting stakeholders with knowledge products, engaging in their processes and meetings, facilitating the connection to One Planet network tools and solutions. It will support the activities undertaken by the 10YFP Secretariat aimed mainstreaming SCP and circularity in policies, to carry out regional dialogues for cooperation and capacity development on SCP and circular economy.

The requested duration is minimum 2 years.

### **Supervision**

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

- The Head and Deputy-Head of the 10YFP Secretariat will conduct an induction and guidance to UNEP structure and teams, across the Division and with colleagues in the Industry and Economy Division and in UNEP’s Region, Sub-regional and National Offices.
- During the first month, under the guidance of the supervisor, the JPO will: (1) be given reading materials to acquaint him/herself of UNEP’s activities specific to his/her tasks; collect information on sustainable consumption and production as well as on the 10-Year Framework of Programmes on SCP and One Planet Network and get familiarized with UNEP and the 10YFP team.
- Develop a detailed Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

- Participate in weekly coordination meetings with the 10YFP team and the other relevant meeting with internal or external partners.
- Weekly meetings with the first supervisor to guide the work of the JPO and provide mentorship.
- Guidance and feedback will be provided by the supervisor on a regular basis, through the work with 10YFP and relevant team across UNEP and in the Regional Offices.
- Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance. The JPO will receive an introduction to the work of 10YFP.
- Periodical work programme discussion and evaluation in light of the performance appraisal; 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.
- General objectives, desired results and anticipated problems will be discussed beforehand with the incumbent. Regular feedback on the progress of activities will be 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: Adriana Zacarias Farah

Title first appraising officer: Deputy Head of the 10YFP Secretariat

Unit first appraising officer: 10YFP Secretariat/ Industry and Economy Division

Location supervisor: UNEP, Nairobi

Second appraising officer: Jorge Laguna Celis

Title second appraising officer: Head of 10YFP Secretariat

Unit second appraising officer: 10YFP/ Industry and Economy Division

Location second appraising officer: Paris, France

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

Terms of reference

1. Support the work of the 10YFP Secretariat in the areas of governance and mainstreaming, this includes mainstreaming SCP and circularity in policies and sectoral policies/strategies, sharing knowledge and building capacities of governments, stakeholders, and private sector.
2. Support the organization of dialogues and build cooperation on circular economy, including through existing global and regional alliances, initiatives and frameworks as appropriate;

3. Support the work on monitoring and reporting, including with National Focal Points of the 10YFP in the context of the SDG 12.1.1 reporting (data gathering and analysis) and contribute to the development of the Annual Report to the High-Level Political Forum.
4. Contribute to the work of the Secretariat in supporting member states to integrate and/or implement circularity in their Nationally Determined Contributions (NDCs): through the continued development and rollout of the multi-UN agency (UNEP One Planet Network, UNDP and UNFCCC Secretariat) toolbox: *'Building Circularity into NDC's* that provides accessible resources for policymakers to increase NDC ambition through circularity.
5. Contribute and assist in the organization of multi-stakeholder workshops and roundtables related to SCP and circularity. This includes preparing agendas, invitations, background papers, PPT and meeting reports.
6. Prepare substantive documents, briefing, background papers addressed to senior policymakers including the Board of the 10YFP .
7. Other tasks as relevant to the governance and mainstreaming pillar including the preparation of legal instruments for project implementation.

#### Output expectations

- Substantive documents, briefings, agendas and meeting reports
- Materials are developed for the project on *"Building circularity into Nationally Determined Contributions"* including case studies, guidance materials and presentations.
- Workshops and roundtables on SCP and circularity are organized and advanced regional and global understanding and cooperation around circularity (at least 2 webinars/roundtables per region in preparation of UNEA sessions).

#### Travel

In carrying out the above tasks, the JPO will be required to travel to support project implementation, attend regional/global workshops and meetings etc. Project related travels will be covered by specific project budgets. Project related travels will amount to approximately US\$ 8,000 in the first year and US\$ 12,000 in the second year. On top of this the JPO will, in his/her second year be expected to travel to workshops and global conferences.

#### Training and Learning Elements

##### Training

Within the budget of the post the JPO will draw up an appropriate professional development programme in consultation with the supervisors at the beginning of the assignment. In line with the JPO's experience and mutually identified development and training goals, training elements will include: UN Mandatory Online Courses (Integrity Awareness, Prevention of Workplace Harassment, Sexual Harassment and Abuse of

Authority, Basic Security in the Field and Advanced Security in the Field), relevant learning courses (non-compulsory) accessible through the UNSkillPort online platform (UN core and managerial competencies, staff well-being etc.), and UN language courses available through UNESCO. The JPO is expected to attend at least one training per year related to project management, and/or sustainable consumption and production. This programme will be revised on regular basis as need arises to supplement knowledge and skills for the effective performance of the duties and responsibilities within the budget of the post. The JPO will report on the training and the implementation of the acquired skills to the Supervisor and Appraising officers and the Donor government.

### **Learning elements**

After one year the JPO should have obtained a good understanding of the concepts and approaches related to sustainable consumption and production, consumer information, the 10YFP and Agenda 2030 for Sustainable Development. The JPO should have the ability to compile and analyze data on sustainable consumption and production implementation and consumer information, draft briefing and reporting documents, provide guidance and conduct consultations among 10YFP and stakeholders, and support regional meetings or workshops, including follow up on their outputs. S/he will be able to undertake project administration tasks. S/he will have good competences in working in a multi-cultural working environment.

After two years the JPO is able to independently deliver project outputs and undertake project management tasks. S/he should have a good understanding the programme planning cycle, project formulation and reporting. S/he will be fully familiar with the UN system, including its rules and regulations, making him/her ready for any similar assignment in the UN system.

### **Qualifications and experience**

Qualifications: A post-graduate degree in sustainable development, environmental science or policy, economics, development studies or related field. A first level university degree in combination with qualifying experience may be accepted in lieu of the post-graduate degree. An advanced university degree is advantageous.

### **Skills**

- Good knowledge and understanding of sustainable consumption and production at all levels, as well as of the 2030 Agenda for Sustainable Development and SDG processes.
- Good knowledge of circular economy approaches and policies and their application in public and private sectors;
- Knowledge and understanding of theories, concepts and approaches relevant to socio-economic and environmental indicators, as well as to policy assessments;
- Excellent coordination skills, and proven capacity to establish and maintain good working relationships with a broad range of stakeholders, partners and networks;
- Excellent spoken and written communication skills, including the ability to draft/edit a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style;

- Ability to apply good judgment in the context of assignments given;
- Willingness to keep abreast of new developments in the field;
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
- Ability to identify and address relevant gender perspectives in substantive work;
- Fluency in English is essential. Working knowledge of other UN languages is an asset.

### **Working experience**

At least 4 years at the national level, or 2 years at the international level, in sustainable development and implementation of environmental related programmes, monitoring and reporting is required. Experience in sustainable consumption and production and/or circular economy related fields at policy or company level is desirable.

Prior experience at the international level is advantageous.

### **Competencies**

Planning and organization: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments and 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.

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; places team agenda before personal agenda; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Professionalism: 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; motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

### **Living conditions at duty station**

Standard