

UN Environment Programme Junior Professional Officer REQUEST

General Information

Post Title: JPO - Associate Programme Officer

Unit: Sub Regional Office for Central Asia, Regional Office for Europe, UNEP

Location: Almaty, Kazakhstan

Duration: 3 years

Background information on UN Environment Programme and requesting Unit

UN Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda that promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system.

Under the new policy on *Strengthened Regional Strategic Presence: Contributing to the Future We Want* (which responds to the Rio+20 mandate to strengthen UNEP's Environment's strategic regional presence to effectively respond to the needs of Member States to implement their environmental objectives), 5 sub-regional offices were opened recently. As a part of this process, UNEP's presence in Central Asia (Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan) was strengthened in May 2015 with the opening of the Sub-Regional Office (SRO) for Central Asia (CA) within its Europe Office.

The United Nations Secretary General's visit in June 2015 to Central Asia and national leaders' messages at the United Nations General Assembly and United Nations Framework Convention on Climate Change 21st Conference of Parties voiced the need to ensure joint sub-regional effort in advancing sustainable development, combating climate change and tackling pressing environmental issues. With the opening of the Sub Regional Office and being closer to the countries, there is much higher level of expectations and demand for UNEP's support to work among these lines from both national authorities and United Nations Country Teams through providing strategic guidance and advice on environmental priorities and relevant response actions.

In addition, recently announced UN reforms that aim to improve the organization's efficiency, effectiveness, and ability to respond to global challenges pay special attention to the implementation of the Sustainable Development Goals and monitoring on the sub-regional level among other items, and showing the importance of environmental agenda leading to importance of UNEP being present in the region to communicate and integrate environmental dimension into broader frameworks.

Why is Junior Professional Officer requested/needed?

Sub-Regional Office for Central Asia (SRO) in Almaty works under the Europe Office, and currently has one staff in place (Head of the Office) under the regular budget allocations and four project staff supported from the respective projects budgets to work within project-limited time. Whereas it is expected to have the host country's (Kazakhstan) support for the national administrative personnel, international expertise, and content input is lacking. Hence the Junior Professional Officer's role is to strengthen the SRO and support ongoing environmental and sustainable development processes (such as environmental Sustainable Development Goals implementation, strengthening the regional cooperation with the Inter-State Commission on Sustainable Development (ICSD) under the International Fund for Aral Sea Saving, and increase national capacities on producing environmental statistics and data sharing to improve international reporting on global environmental goals and SDGs, as well as monitor countries' obligations on implementation of Multilateral Environment Agreements.

Requested duration is 3 years (or longer if feasible) since these are long-term processes and therefore regular support is requested.

Supervision

Content and methodology of the supervision:

Introduction of the Junior Professional Officer to the sub-region, United Nations system, agencies working in Almaty, and work of the SRO is provided at the start of the assignment. JPO will be introduced to the work of ROE and of the Almaty Office and its contribution to the overall mandate and objectives of UNEP as a whole. In particular, the JPO will be given a detailed briefing on the substantive liaison, representation, and programmatic work support. The briefing will also outline the modes of operation and interaction with other units' staff, work plans, expected outputs, and regular evaluation of performance against expected outputs. General objectives, desired results, and anticipated problems are discussed beforehand with the incumbent. Regular feedback on the progress of activities is obtained by the supervisor through review of the work in process. This will be done via weekly meetings to review the progress of work completed and assessment the achievements, look at the issues and problems encountered, and monthly discussions on development plan and learning objectives. Final results of each set of activities, will be reviewed and evaluated for the attainment of objectives and quality of work via e-PAS process.

The Junior Professional Officer is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters.

First appraising officer: Ms. Aidai Kurmanova

Title first appraising officer: Head of Sub-Regional Office for Central Asia

Unit first appraising officer: the same

Location first appraising officer: Almaty, Kazakhstan

Second appraising officer: Ms. Sylvie Motard

Title second appraising officer: Deputy Director, Regional Office for Europe

Unit second appraising officer: the same

Location second appraising officer: Geneva, Switzerland

Duties, responsibilities and output expectations

Main aim of the assignment is to contribute to enabling the SRO for Central Asia to effectively deliver on the promise of a strengthened UNEP Strategic Regional Presence and fully support UNEP's work, including follow-up on UN Environmental Assembly Resolutions, implementation of the 2030 Agenda for Sustainable Development and the Paris Agreement on climate change; and to meet the growing demand for support from the Member States.

Work implies cooperation with colleagues from other UNEP units and UN agencies, as well as interaction with stakeholders from national government agencies, international and regional organizations, civil society, business sector, academia, and consultants.

Under the direct supervision of the Head of SRO and general supervision of the Deputy Director of Europe Office, the Associate Programme Officer will perform the following functions:

- Work with key clients to facilitate the development, implementation, and evaluation of assigned UNEP's programs/projects in Central Asia, monitor and analyze specific aspects of program/project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and recommend corrective actions; liaise with relevant parties; identify and track follow-up actions.
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, and inputs to publications.
- Follow-up with CA countries' UNEAs resolutions and outcome documents and observe their implementation;
- Provide programmatic, operational, and substantive support required for the program of work/projects in relation to SRO activities/Central Asia.
- Keeps up-to-date on documents/reports/guidelines that have a bearing on matters related to the program of work, ensuring compliance with intergovernmental recommendations and decisions as well as with United Nations policies and procedures.
- Contribute to the implementation of capacity-building activities, workshops, meetings, and conferences related to the UNEP program/ projects
- Performs other related duties, as assigned.

Work implies frequent interaction with the following:

- Counterparts, officers, and technical staff in relevant UNEP units, and in other United Nations agencies and programs.
- Representatives and officials in national governments, international and regional organizations, regional Ministerial fora, civil society and business sector, academia and consultants.

Output expectations:

- Substantial support provided to UNEP's activities in Central Asia via developing and supporting ongoing programmes, projects and initiatives;
- Several reports, presentations, assessments, reviews or parts of the documents are prepared in cooperation with key international, regional and national partners;
- Several national or regional events are organized with the assistance from Junior Professional Officer to advocate for environment and sustainable development in Central Asia.
- Successful implementation of communication and advocacy activities aimed at promoting UNEP's mandate and increasing visibility of the Sub-regional office;

Travel

Missions and costs of travel envisaged during:

1st st year of assignment:

Interstate Commition for Sustainable Development/International Fund for the Aral Sea regular meetings or regional environmental cooperation events – 2 missions, 1-2 missions to the countries of the region and/or 1 training event

2d year of assignment:

Interstate Committee for Sustainable Development/International Fund for the Aral Sea regular meetings or regional environmental cooperation events – 1 mission, regular Central Asia Climate Change Conferences – 1 mission, 1 mission to the countries of the region

3d year of assignment:

Interstate Committee for Sustainable Development/International Fund for the Aral Sea regular meetings or regional environmental cooperation events – 1 mission, 1-2 missions to the countries of the region and 1 training event

Training and Learning Elements

Training:

Mandatory United Nations courses and training:

United Nations system and rules and regulations, security, gender, project management training, substantive (environmental) training courses under UNEP's umbrella and in cooperation with other partners.

Additionally – participation in the regional and national capacity building events held by UNEP and its key international/regional partners in Central Asia.

Learning:

After one year the Junior Professional Officer is able to: draft and work with the program and project documentation in the required UN Environment format, contribute to the reporting and monitoring activities. S/he gains improved understanding of environmental and sustainable development patterns, challenges and issues in the region and on the national level. S/he will have knowledge of the United Nations system, contacts within the region and internationally, in and outside United Nations and International Organizations, understanding of multicultural work-environment, and familiarity with United Nations rules and regulations.

After two years the Junior Professional Officer is able to: develop project proposals and write assessment reports, assess project proposals, draft budgets according to United Nations standards, formulate job-descriptions and other project documents. S/he gains improved negotiating skills, improved writing and reporting, organizational and evaluation skills. Junior Professional Officer advances the technical knowledge on environmental governance, and 1-3 selected environmental areas of specialization.

After three years the Junior Professional Officer is able to: monitor progress in solving problems, formulate remedial action proposals. S/he has a proper understanding of the global environmental agenda and knowledge of key programs and actions under the UN Environment's mandate. Junior Professional Officer is fully aware of key international and regional environmental developments and able to work independently.

Qualifications and experience

Education: Advanced university degree (Master's degree or equivalent) in the related field for the environmental program area in which the post is assigned (e.g. engineering, water or other science, natural resources, law, sociology, planning, economics, etc.), A first-level university degree in combination with four years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: Length and type of practical experience at the national, and at international level: At least 4 years at the national level, or 2 years at the international level e.g. in sustainable

development and implementation of environmental-related programs, projects, and activities is required.

Languages: English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required. Working knowledge Russian language is essential.

Intermediate computer skills, drafting/writing skills and ability to establish and maintain effective working relations within multicultural working environment are important elements of the assignment.

Competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to project management. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity and experience with documents/reports/guidelines that have a bearing on matters related to programme and donor funding. Applies knowledge with respect to development of well-formulated medium-term plan and budget proposals in a timely manner, improves administration of approved budget and improved programming and budgetary practices. 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.

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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Living conditions at duty station

Since January 2016, Almaty has been an "A" duty station as per ICSC There are several UN agencies (UNESCO, UNODC, OCHA, UNISDR, UNHCR, UNFPA etc.) and international organizations (WB, USAID, CAREC etc.) in Almaty with both regional and national mandate working with broad range of issues and having junior and senior international staff, therefore proper interaction and integration in the UN system will be ensured, as well as a smooth entry on duty and intensive personal development.

The cost of living in Almaty is below the average European level. In various related ratings, Almaty is regularly graded as one of the affordable cities by the cost of living. Conveniently located on the crossroad of Central Asian air and other routes, near the mountains and natural areas, Almaty has a relatively mild climate with warm summers and fairly cold winters.

Accommodation is easy to rent due to the developed and competitive property market. No special security measures or vaccinations are required to travel and live in the country, medical facilities are sufficient. Visa requirements are not strict and travel is visa-free for countries from CIS, EU, OECD.