

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

### **General Information**

Post Title : Associate Programme Management Officer

Office/division/MEA: Law Division, UNEP

Branch: Environmental Governance and Conventions

Location: Nairobi

Duration: 2 years

### **Background information on United Nations Environment Programme and the requesting Branch**

This position is in UNEP's Law Division, Environmental Governance and Conventions Branch (EGCB), at the UNEP Headquarters in Nairobi, Kenya. The Law Division carries out UNEP functions in the field of environmental law, governance, and related policy issues, including those related to Multilateral Environmental Agreements (MEAs).

The Branch addresses the three planetary crisis of biodiversity loss, climate change and pollution through developing effective environmental policy and governance mechanisms at all levels in support of 2030 Agenda and for implementing the new global frameworks for biodiversity and chemicals and waste. At the national level the Branch supports strengthening institutions, laws and policies through adoption of whole-of-government and whole-of-society approaches for implementation of international environmental commitments and goals. The work contributes directly to UNEP's MTS which recognises the MEAs as central to its achievement.

The position is in the newly formed team on Environment Policy in the Law Division, based in Nairobi. The team focuses on strengthening science-policy-society interface issues with an aim to strengthen and improve environmental management and governance, The team's work centers on two main components related to policy and governance support, (i) supporting and enabling UNEP actions on environmental policy, cutting across Divisions and Programmes with an aim to provide inputs and support to implementation of actions related to strategic policy issues and, (ii) develop foresight policy actions on emerging issues (such issues of focus include digital transformation governance and policy coherence issues, national financing and fiscal policy development in support of nature-positive finances).

Being a new team, currently the focus is on identifying programmatic linkages within UNEP, with MEA Secretariats and other partners. The Junior Professional Officer (JPO) will be a part of the core team to ideate, consolidate and develop the future plans and programmes and will have an opportunity to focus on and learn from a number of cross-cutting issues relevant to environmental policy making, governance and management. The JPO will work with a number of UNEP staff across the Divisions, consultants, United Nations Volunteers and external agencies, including Science Academies and research institutions.

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

The team is a newly formed cross-cutting and strategic part of the Law Division, intending to support science-policy related actions across UNEP and with partners. New team members are needed to develop the programmatic priorities and networks further, including focusing on securing funds for delivery.

The JPO will help in the following ways: (i) support programme development, build networks and work on resourcing the team in its new work area - professionally and financially, and (ii) provide predictable support for at least 2-3 years to support programme development.

## **Supervision**

First Reporting Officer: Balakrishna Pisupati

Title of First Reporting Officer: Programme Management Officer

Second Reporting Officer: Tita Korvenoja

Title of Second Reporting Officer: Chief of Branch

Location: Environmental Governance and Conventions Branch, Law Division, UNEP

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

The standard UN e-PAS system will be applied to monitor the JPO's annual work plan, in line with the Environment Policy Unit annual work plan, strategies, and objectives. Based on goals, performance indicators, and appraisal, the JPO's annual work plan will be discussed between the JPO and the reporting officer. Following an orientation and mentorship period of 3 months, project management responsibilities will be progressively up taken by the JPO, and regular meetings will be held to enhance confidence and learning by doing.

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

Under the guidance of the First Reporting Officer, and in close collaboration with the members of the team, the JPO will:

### **1. Support development of strategic plans and work streams for the environment policy team through:**

- engagement with Divisions and sub-programmes at UNEP, the MEAs Secretariats, Parties and stakeholders in mapping ongoing policy actions;
- supporting development of science-policy interface actions within the Division and across UNEP by focusing on linkages with UNEP sub programmes;
- supporting capacity building activities for UNEP colleagues and partners, including member states on approaches to strengthen science policy interface actions;
- participation at relevant meetings, discussions, governing body meetings of the MEAs and UNEA as appropriate.

### **2. Support the operationalization of the science policy tracking tools through:**

- Supporting review and user-centered implementation of the environmental policy tracker on air quality and pollution;
- Identifying options for scale up on the tracker in 2024;
- Ideating development of new tools and approaches related to UNEP work on science policy interfaces;
- Liaising with relevant partners – internal and external – on regular upkeep of the tracker as a key tool supporting science policy work.

### **3. Support actions related to strengthening science policy interfaces and policy coherence through:**

- Supporting in organizing an informal network of Chairs of scientific bodies of MEAs to enhance coordinated approach for science policy interlinkages among and within MEAs.
- Assisting in implementation of activities related to policy actions on digital transformation and biodiversity planning and policy.
- Supporting capacity building and training activities on science policy interfaces and policy coherence, including working on developing content and review.

### **4. General administrative and coordination support to the team leader through**

- Contribution to project management and implementation and monitoring, participation in project steering committees, inputs to background papers, analytical notes, sections of reports and legal instruments, and liaising with stakeholders and UN system.
- Perform other duties related to the EGCB as required.

#### Output expectations

- Strengthen the environment policy unit in programme development and implementation,
- Enhance personal development through innovative actions related to new area of UNEP's focus on strategic environment policy, policy coherence.

#### **Travel**

It is envisaged that a minimum of three missions (e.g., to regional and international meetings related to science policy interfaces, MEAs, policy coherence and workshops) will be necessary per year subject to any travel restrictions. These missions will have training elements and global exposure that will enable the incumbent to acquire expertise with international and regional negotiations, governance knowledge, presenting and moderating as well as networking.

Missions and costs of travel envisaged during first year of assignment : USD 3000 (with about USD 1000 paid from UNEP).

Missions and costs of travel envisaged during second year of assignment : USD 3000 (with about USD 1000 paid from UNEP).

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

##### ***Training***

*On the job training:* A learning by doing approach will be followed to provide hands-on training to the JPO. In addition, the JPO will have the opportunity to be trained within the context of the programme activities which include the following training aspects:

- Policy formulation and international environmental diplomacy,
- Multilateral Environment Agreements and the interlinkages, policy coherence issues,
- UNEP's support for implementation of Multilateral Environmental Agreements,
- Project preparation, management, monitoring and reporting.

*UN mandatory training and other training courses:* The JPO will be required to take several training courses that are mandatory for UN staff. She/He will also be invited to take other UN/UNEP training courses to enhance performance.

### ***Learning***

After one year the JPO will be able to:

- Enhance Understanding of UNEP strategies, processes and procedures
- Understand the science policy links, policy coherence approaches
- Understand intergovernmental processes and the 2030 Agenda and the relevant SDGs.
- Provide clearly written background materials, policy briefs, analyses and other inputs consistent with UNEP and UN style format and protocol,
- Get trained in making presentations, developing training materials, and
- Have a basic knowledge of programme/project management.

After two years the JPO will be able to:

- Conceptualize options and approaches to environment policy making, policy coherence and science policy links,
- Develop and implement programme activities on strengthening institutional frameworks and capacities for strengthened environmental policy,
- Develop networks withing UNEP and outside on issues of environmental policy and science,
- Acquire robust knowledge in written project proposals with budgets and work plans.
- Analyze specific aspects of programme/project implementation and provide well-reasoned recommendations for decision-making.

### ***Qualifications and experience***

#### *Qualifications*

Advanced university degree (Master's degree or equivalent) in environmental management, sustainable development, international law and diplomacy or related fields.

#### *Skills*

Computer skills, good drafting skills and ability to establish and maintain effective working relations within multicultural working environment.

### *Working experience*

A minimum of two years of practical experience at the national, regional or the international level in sustainable development and environmental related programmes, projects and activities. Fluency in English is essential. Working knowledge of other UN languages is an asset.

### **Competencies**

Knowledge of policies/procedures in environmental sustainability, policy and sustainable development; good research, analytical and problem-solving skills

Good planning and organization skills

Teamwork and adherence to UN values and ethics

Ability to communicate clearly orally and in writing

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

Nairobi is classified as a B-Duty Station with normal living conditions for a developing country in Africa.