

Job Opening UNITED NATIONS ENVIRONMENT JUNIOR PROFESSIONAL OFFICER		
General Information		
Post Title	Associate Intergovernmental Affairs Officer	
Office/Division/MEA	Governance Affairs Office, UN Environment Programme	
Unit	Governing Bodies Unit	
Location	Nairobi	
Duration	Two years (renewable for another year subject to availability of funding)	
Grade	P-2	
I Background information on UN Environment Programme and the requesting Unit		
Background information on Agency/Department/Section		
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 sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. The UNEP's Governance Affairs Office (GAO) falls under the direct supervision of the Executive Office. GAO is structured to provide secretariat support to the United Nations Environment Assembly (UNEA) and its subsidiary body, the Committee of Permanent Representatives (CPR). It serves as the main interface for external relations and facilitates deliberations of Member States, intergovernmental organizations, UN system entities and Major Groups and other Stakeholders. GAO helps to strengthen the visibility, authority and impact of UNEA through its Bureau as the authoritative voice on the environment. The post of the Junior Professional Officer (JPO) will be located in GAO at the Nairobi duty station. The JPO will be reporting to the Deputy Secretary of Governing Bodies Unit. The JPO will focus on the preparation, organization and follow-up of UNEA, the Open-ended Meeting of the CPR held back-to-back with UNEA, as well as the regular meetings, the subcommittee meetings and the annual subcommittee meetings of the CPR, and several meetings of the Bureau of UNEA and of the Bureau of the CPR. Working in teams, the roles, responsibilities and functions of the JPO will include, but not limited to supporting secretariat services; organization and coordination of the inter-sessional meetings; formulation of training and orientation programs for the members of the CPR; follow-up on the CPR and UNEA requests for action by UNEP; correspondence and communication with Member States; and support GAO's digital transformation needs.		

Key Performance Indicators for this role will include achievements of successful delivery of UNEA and well-organized meetings of the CPR as well as training and orientation programs, and delivery of set targets in the JPO's workplan.

Why is the Junior Professional Officer requested/needed?

The requested JPO position should be available for a period of two years starting June 2025.

The JPO is required to add capacity and experience to UNEP by servicing UNEP's governing bodies. The JPO will support the work of UNEP in improving Member States' understanding of the work and mandate of UNEP, enhancing Member States and stakeholder engagement in UNEA and the CPR, and providing appropriate digital tools to facilitate the work of the Member States. The JPO's contribution will help strengthen the visibility, authority, and impact of the UNEA as the authoritative voice on the environment on the global stage.

During the time of her/his assignment, which should be for two years, with the possibility of an extension for another one year, the JPO will assist the Governance Affairs Office in servicing high-level meetings. The JPO will also assist in drafting diplomatic correspondence, formal letters, *notes verbales* and transmission notes relating to the Governing Bodies, Member States, and Permanent Missions in line with UN mandates/guidelines and ensure that information is disseminated in a timely and efficiently manner. The JPO will also draft analytical and/or procedural summaries.

His/her contribution will strengthen engagements and participation of Member States at intergovernmental environmental meetings, such as UNEA.

UNEP needs the assistance of a JPO in the context of ensuring successful delivery of UNEA, the CPR meetings and high-level meetings, events, and conferences. A JPO with experience and expertise in servicing meetings, particularly in the field of environment and sustainable development, and with high-level participants engagement will help strengthen the Governance Affairs Office.

II Duties, responsibilities and Outputs Expectations

Duties and Responsibilities:

1. Support planning, scheduling, organizing, scripting, documenting, servicing and follow-up of meetings of the UN Environment Programme's Governing Bodies and major intergovernmental meetings, including in particular: seventh session of UNEA and the Open-ended CPR, Annual Subcommittee meeting, regular CPR meetings, Subcommittee meetings and Secretariat Briefings, Bureau meetings of the CPR and UNEA, meetings with regional/political groups and internal preparatory meetings with relevant colleagues for the CPR and UNEA meetings.
2. Support the development and regularly update a comprehensive roadmap of meetings for the Governing Bodies, functioning as a living document to ensure timely meeting information to Member States and stakeholders.
3. Draft meeting agendas, concept notes, briefing notes, cover notes, Chair's/President's scripts and presentations and meeting reports.
4. Provide effective, efficient, and responsive support to the work of the Governance Affairs Office on conference servicing, documentation management and logistics in facilitating intergovernmental meetings relating to UNEP.
5. Provide support to regular correspondence and communication to Member States.

Outputs Expectations:

The intergovernmental meetings under the responsibility of the Governance Affairs Office need to be well organized and serviced, including logistic support and documentation management. Correspondence and communications from Member States and regional groups must be responded to and acted on in a timely and efficient manner. Under the supervision of the Head of Office, the JPO will play a key role in ensuring that these responsibilities are undertaken in a timely and efficient manner.

The function as referred to above supports activities that are fundamental for the implementation of the Office work plan, including:

1. Support planning, scheduling, organizing, servicing, and follow-up of meetings of the UN Environment Programme's Governing Bodies.
2. Develop and update a comprehensive roadmap of meetings for the Governing Bodies.
3. Draft provisional and annotated provisional meeting agendas, concept notes, briefing notes, cover notes, Chair's/President's scripts and presentations.
4. Take detailed meeting notes and produce draft meeting summaries for relevant meetings.
5. Track and follow up on key issues emanating from these meetings.
6. Lead logistical preparations of meetings, such as booking of meeting rooms, confirming virtual meeting links and UNON meeting facilities and arranging of catering, as well as online platforms and practices for hybrid meetings where necessary.
7. Ensure announcement of meeting in the UN Journal.
8. Support the coordination of documentation management.
9. Draft diplomatic correspondence, formal letters, *notes verbales* and transmission notes relating to Governing Bodies, Member States, and Permanent Missions
10. Assist in ensuring timely dissemination of information about programs and activities organized by UN Environment Programme to Member States and other stakeholders.
11. Communicate with Member States and UN Environment Programme's divisions and regional offices to facilitate timely preparation of relevant meetings under Governing Bodies.
12. Coordinate responses to the correspondence log system.
13. Support the web team in ensuring that relevant information is available, curated and correctly reflected on the CPR and UNEA websites.
14. Assist on management and administrative issues of Governance Affairs Office, upon request by the supervisor.
15. Supervise relevant staff, including UNV and interns, in support of the delivery of the workplan of the Governance Affairs Office.

III Training component: Learning elements and expectations

Nairobi is a UN hub in the global south. More than 25 UN agencies are represented at national, regional, and global offices which are co-located at the UN Gigiri Complex.

The JPO will be required and allowed to take at least 7.5 working days on training per year. She/he will have access to all compulsory and optional UNEP, UNON and UN systems training which is offered on the Gigiri Complex, online, and other UN training locations such as the UN System Staff College (UNSSC). Among these are language skills training, courses on different operational software packages (Microsoft Teams, Excel, Graphics Design etc).

Other training will include workshops and clinics for the UMOJA – the UN administrative global solution for management of financial, human and physical resources; and INSPIRA - the UN platform for talent management and career development. e-PAS training, substantive (environmental) training courses. Additionally, depending on funds availability, she/he will have access to training that requires travel and/or fees.

Training needs will be discussed with the JPO and in addition to formal training, the supervisor will provide guidance and mentoring. The JPO will also get the opportunity to interact with other UNEP divisions and regional offices as may be appropriate.

Learning elements and expectations

After one year at the Governance Affairs Office, the Junior Professional Officer is able to:

1. have a strong knowledge of the functioning of UNEP and its place within the UN system as well as the work of the Governance Affairs Office.
2. understand strategic priorities of UNEP for engagement with the governing bodies and its place within the United Nations system within the context of environmental governance.
3. Organize, coordinate, and conduct teams' meetings in GAO for planning purposes.
4. draft briefs, policy documents and reports in the adequate United Nations format.
5. effectively correspond and communicate formally with counterparts and Member States.
6. understand processes for engagement with the Governance Affairs Office.
7. demonstrate enhanced skills in report writing and presentations.

After two years the Junior Professional Officer is able to:

8. fully undertake assignments that will contribute to the successful implementation of UNEP's Programme of Work.
9. support organization of the meetings of the governing bodies understand the processes and instruments for engagement with the Governance Affairs Office.
10. understand challenges and practical solutions in mainstreaming environmental programs to counter planetary crises within the context of a region or country.
11. understand the mandate, program and operations of UNEP and its Programme of Work in relation to environmental mainstreaming, as well as their inter-agency coordination in relation to issues of environmental dimension in the 2030 SDGs.

12. produce original research paper on his/her findings on the impact of the theme of UNEA-7 “**Advancing Sustainable Solutions for a Resilient Planet**” within the geopolitical space.
13. demonstrate enhanced skills in various subjects through UN training and provide analysis and advice to senior UNEP officials
14. engage a network of colleagues from the United Nations, Member States, as well as academia and civil society on issues pertaining to environmental governance in general; and Experience in planning, time management and working effectively in a multi-cultural environment.

After three years (if applicable) the Junior Professional Officer is able to:

Depending on the exact areas of assignment in the third year, the JPO will be more fully able to:

15. Develop a deeper understanding of the work of the UN Environment Assembly, including the applicability of the rules of procedure and practices.
16. Strengthen drafting skills with an understanding of the applicable UN standards by assisting in drafting reports and other substantive material relating to the UN Environment Assembly and its subsidiary organs.
17. Enhance research and analytical skills by providing substantive support to multilateral legislative bodies and processes.
18. Develop an understanding of stakeholder engagement and the process of accreditation.
19. Provide administrative and logistical support to intergovernmental bodies.
20. Gain further experience with database management and web posting.
21. Build productive partnerships with other divisions in UNEP, Member States, intergovernmental organizations, UN system entities and Major Groups and other Stakeholders.
22. Propose ways in which the Office can be more responsive to the needs of the bodies it covers, as well as the ways in which those bodies can become more efficient and responsive.

IV Supervision

This post is in the UNEP Governance Affairs Office at the Nairobi duty station. The JPO will generate a Personal Workplan derived from the Office Annual Work Plan, which will be uploaded onto the E-Performance platform and reviewed every quarter during the first year of assignment.

Title of Supervisor: Deputy Director, Governance Affairs Office and Deputy Secretary, Secretariat of Governing Bodies and Head of the Governing Bodies Unit.

Content and methodology of supervision:

The JPO will go through a one-week orientation period. During this one week, the JPO will get an understanding of the role of UNEP and the role of the Governance Affairs Office. Furthermore, the JPO will be introduced to the relevant rules and regulations for JPOs at UNEP and relevant training that is obligatory for all new UNEP staff will be conducted.

In addition, the JPO will be paired with another staff member of the Governance Affairs Office that will advise and support, including on non-work-related aspects of life in Nairobi and Kenya. Following the on-boarding, the JPO and her/his supervisor will develop a detailed workplan, in line with e-

Performance requirements that outlines the expectations from the JPO, anticipated problems, general objectives and expected results, including relevant deadlines. The workplan and achievements will be reviewed quarterly (at least every three months) and whenever the JPO or her/his supervisor finds it necessary, they will address challenges at an early stage or modify expected results.

UNEP has developed a robust online Induction Program for new recruits to help gather the necessary organizational context and help. The JPO will be able to understand UNEP as an organization, its work, background, values, and key teams. The Induction Program is an essential tool to gather relevant foundational information and knowledge on the organization, to help new recruits adjust to the working environment and internal operations. In addition, a Buddy Support system, which is accessible online to new entrants provides firsthand support in developing a sense of belonging. The Buddy system pairs a new staff with a long serving staff member. The system is designed and tailored to help navigate within the UNEP duty station.

First appraising officer: Ms. Aline Umutoni

Title first appraising officer: OIC – Governing Bodies Unit

Unit first appraising officer: Governing Bodies Unit

Location first appraising officer: Governance Affairs Office.

Second appraising officer: Ms. Radhika Ochalik

Title second appraising officer: Secretary of the Governing Bodies/Director Governance Affairs Office

Unit second appraising officer: N/A

Location second appraising officer: Governance Affairs Office.

V Required Qualifications and Experience

Education

Education: Advanced University Degree (master's degree or equivalent) in political science, international relations, law, environment, diplomacy, or another related field.

Skills: Drafting skills. Data analytics and digital skills. Database management, knowledge of web design. Tools for meeting management and other computer skills are highly desirable.

Work Experience

A minimum of two years of work experience in international affairs, with exposure to analysis and research in international politics, environmental governance, or sustainable development. Experience in working with and/or knowledge of the United Nations, its agencies, or relevant international organizations is desirable. Familiarity with the work and mandate of the United Nations Environment Programme and its governing body United Nations Environment Assembly and/or the General Assembly and the UN Economic and Social Affairs (UN-DESA) is an asset.

Languages

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English, both oral and written, is required. Knowledge of an additional official language of the United Nations is desirable.

UN competencies

PROFESSIONALISM: Possesses knowledge of the work of the intergovernmental process of the United Nations or similar international organization; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work

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. 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.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments, 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.

VI Travel

To be determined, if there is a need for a mission, costs will be covered by UN Environment Programme.

VII Living conditions at duty station

The position will be based in the capital of Kenya, Nairobi, a family duty station. More details on the living conditions and work environment can be found at www.unon.org

Reviewed and approved by:

Radhika Ochalik
Director
Governance Affairs Office
21 January 2025