

General Information:

Posting Title:	Junior Professional Officer (<i>Associate Programme Management Officer</i>)
Professional Grade:	P2 step 1
Organization:	United Nations Environment Programme
Location:	Nairobi
Duration:	One year renewable
Posting Period:	Friday, June 26th to Monday, August 17th 24:00 (KST)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org .Setting And Reporting

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 overall objective of UNEP's Economy Division is to encourage decision makers in government, local authorities and industry to develop and adopt policies, strategies and practices and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices and other tools that assist in environmentally sound decision making and the building of corresponding activities.

This post is located in the Economy Division's Air Quality and Mobility Unit at the UNEP Headquarters in Nairobi, Kenya. The Air Quality & Mobility Unit supports countries to reduce emissions from transport through cleaner fuels and vehicles, improved infrastructure for walking and cycling, and promotion of cleaner bus technologies, with the objective to improve air quality and reduce climate emissions, and promote reduced fossil fuels dependence and creation of green investment and green jobs.

Why is the Junior Professional Officer needed?

Considering the renewed emphasis placed within UNEP on air pollution and sustainable mobility, additional staff will be required to 1) support development and implementation of better air quality strategies in Asian and African cities through promoting cleaner vehicle policies including electric mobility and 2) support the integration of cleaner, soot-free buses into planned/proposed mass transit corridors in Asia and African cities.

This assignment can therefore provide a very exciting opportunity for a Junior Professional Officer to be part of the development of a dynamic area of work on a topic that links the environment and health agendas, ICT, road safety among others.

Content and methodology of the supervision:

The supervision plan is based on a high level of involvement and motivation, and increased staff participation in the planning and delivery of work by:

- Establishing up-front performance expectations and accountability through mutual understanding between the Junior Professional Officer and first reporting officer on work goals to be accomplished;
- Setting performance standards using the United Nations competencies, which provide a shared language about what is expected and which help define future development needs;
- Promoting communication and ongoing feedback between the Junior Professional Officer and managers on the work programme;
- Fostering mentorship of the Junior Professional Officer by Unit colleagues to assist with career support and facilitate transfer of knowledge and organizational culture;

- Encouraging teamwork by integrating individual work plans with the unit work plan
- Promoting the Junior Professional Officer own professional development goals.
- Conducting bi-annual performance appraisals that assess accomplishments, review problems, discuss job-satisfaction, discuss development plan and learning objectives and provide guidance on project implementation.

Duties and Responsibilities:

The staff member will be under the general supervision of the Head of the Air Quality and Mobility Unit and the direct supervision of the Programme Officer, Air Quality and will perform the following duties and responsibilities:

1. **Programme Management:** Provide support to the development of better air quality and sustainable mobility programmes in Africa and Asian cities by undertaking research and preparation of background papers/materials on better air quality linked to cleaner mobility best practices in Africa and Asia a. Support national and city governments, with their partners in civil society and the private sector, with the implementation of the air quality activities linked to sustainable mobility in African and Asian cities specifically on promoting cleaner buses and electric mobility and ensure liaison with key partners or initiatives (such as e.g. the Climate and Clean Air Coalition, Global Electric Mobility Programme and the Partnership for Clean Fuels and Vehicles)/ Contribute to the identification of partners including private sector partners and help build partnerships to strengthen UNEP's delivery in the areas of sustainable mobility and air quality in Asia and African cities. Support in communicating the progress made in shifting to cleaner and more efficient vehicle fleets in Africa and Asia.
2. **Programme Administration:** Assists in the development of background documents contributing to raise awareness and knowledge on air quality related issues linked to sustainable mobility. Assist in preparation of reports on technical and policy support provided to operational activities at country/city level as well as sound reporting to donors. Assist in development of presentations for conferences/meetings.
3. **Finance and Budgeting:** Contribute to the Unit's fundraising activities through the development of concept notes or projects proposals and development of project progress reports
4. Performs other duties as required.

Output expectations:

- Development of background documents contributing to raise awareness and knowledge on air quality related issues linked to sustainable mobility
- Development of project proposals
- Evidence of technical and policy support provided to operational activities at country/city level as well as sound reporting to donors
- Strategic partners mapped out and development of one key partnership
- Development of presentations for conferences/meetings

Competencies:

•**Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to mobility issues like clean fuels, clean vehicles, used vehicles issues. 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.

• **Planning & 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; and uses time efficiently.

• **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.

Training:

Career development and training at the United Nations is a solid and interactive partnership between any staff member, his/her supervisor and the Organization. The UN Staff Development and Learning Section runs more than 700 courses for more than 10,000 participants each year in the main areas of language training, management and communication, information technology as well as conducting testing and examination for recruitment. Although staff members are primarily responsible for their professional and personal development, and are the key drivers in the career planning process, supervisors are tasked to provide the necessary direction, information as well as a work environment to positively and qualitatively support career development.

The Junior Professional Officer will receive on the job training on air quality and sustainable mobility in the form of experience working in developing and transitional countries supporting the development of air quality and sustainable mobility policies as well as through participating in webinars, meetings, workshops, conferences etc.

Qualification and Experience:

Qualification:

An advanced university degree (Master's degree, or equivalent) in environmental engineering sciences or policies/management, economics, sustainable transport or a related field/equivalent experience is required.

Work Experience:

- A minimum of two years of progressively responsible experience at the national and/or international level in sustainable development and implementation of environmental programmes, projects and activities, with a focus on sustainable development is required.
- Prior experience at the national or international level working on pollution and climate change especially transport/energy sector is desirable.
- Professional experience in project development and delivery within international organizations is advantageous
- Prior experience in developing project proposals is an asset.
- Good communication and presentation skills and good editorial, analytical and report writing skills is an asset.

Languages:

English and French are the working languages of the United Nations. For the post advertised, fluency in English and Korean is required. Knowledge of another UN language is an advantage. A certificate of English language proficiency is required. *Applicants should submit a minimum of iBT TOEFL score of 107 or NEW TEPS score of 452 or TEPS score of 800*

Assessment:

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview.

How to apply:

Click on <https://www.unenvironment.org/work-with-us> **Junior Professional Officer (Associate Programme Management Officer)**

To apply for this job, please submit an application to Veronica Nguti on veronica.nguti@un.org

The application should have a cover letter, copies of advance university degree and Certificate of English language proficiency.

This post is opened in the context of the Junior Professional Officers (JPO) scheme sponsored by the Government of Korea and is addressed exclusively to Korea Citizens.

Applicants must be no older than 32 years as at 31 December 2020. *(Born after Jan 1 1988) The maximum age limit for those who served in the military will be extended accordingly. For more information, please visit the <http://UNrecruit.mofa.go.kr> website.*

Special Notice

This position is open for recruitment for an initial period of one year and may be subject to extension. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. 1. All applicants are strongly encouraged to apply as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE

RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.