


ADVERTISEMENT		
Junior Professional Officer		
Associate Programme Officer Policy and Programme Coordination		
United Nations Environment Programme (UNEP)	Closing Date: 24 July 2022	
I General information		
Title:	Associate Programme Officer	
Sector of Assignment:	Policy and Programme Division, Policy Coordination Unit	
Country:	Kenya	
Location (City):	Nairobi	
Agency:	UNEP	
Duration of Assignment:	Initially one year with the possibility to extend up to a maximum total of 3 years	
Grade:	P2 step 1 in the first year	
<p>Note: This post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to PEOPLE WITH THE DUTCH NATIONALITY.</p> <p>For criteria see the website of Nedworc Foundation: Junior Professional Officer Programme - Nedworc Foundation Please read the criteria and FAQ section carefully before considering applying</p>		
II Duties and responsibilities		
<p>This position is located at UNEP's Headquarters in Nairobi, Kenya in the Policy and Programme Division which performs strategic planning, coordination and monitoring of UNEP's programmes. The Division ensures coherence and coordination at the strategic, policy and programmatic levels. As the Organization moves into the implementation of its Medium-Term Strategy 2022-2025, the processes established by the UN development reform will be key to enhancing the support to countries and to raising the ambition of the UN systems on the environmental dimension of the SDGs. The JPO will be a key member of the team, contributing to facilitating a joint approach that strengthens UNEP's engagement with the Resident Coordinator System to deliver on the medium-term strategy as well as contribute to relevant policy developments.</p>		
<p>Summary of duties and tasks:</p> <ul style="list-style-type: none"> • Monitor how environment is addressed in the Common Country Analyses and UN Sustainable Development Cooperation Frameworks (Cooperation Framework). This will provide a continuously updated overview of the status of development of Cooperation Frameworks, identify entry points that can be leveraged to strengthen the support on 		

the environment dimension of the SDGs and enable the identification of strategic gaps across UNCTs that UNEP can help address.

- Map UNEP's efforts on the implementation of the SDGs to the identified strategic entry points and gaps in Common Country Analyses and Cooperation Frameworks. This will include facilitating the development of an approach across all initiatives and projects that directly support the implementation of an SDG target and its related indicator.
- Facilitate the development and implementation of the reporting on UNEP's support/results towards the SDGs, as per the system-wide approach coordinated by UN DCO. This will include working aligning UNEP internal processes towards a simplified reporting to ECOSOC, in the context of the Quadrennial Comprehensive Policy Review, the Funding Compact, and UNCT reporting on UN-info.
- Prepare policy briefs and/or provide policy input on relevant/strategic issues and on their implication for UNEP Programme's position and intervention.
- Contribute to developing information and content for reports, internal knowledge platforms and outreach material.
- Produce high quality research and analysis to inform senior management decision-making and participate in cross-divisional teams on major strategic and policy issues on substantive results focused issues;
- Participate in the development, implementation and evaluation of assigned programmes/projects, for example; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.
- Build effective working relationships to produce joint recommendations with colleagues on new ways of working, policies, strategic issues and new initiatives to improve organizational results;
- Prepare various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Performs other duties as required.

III Training component: Learning elements and expectations

Upon completion of the assignment the JPO will be able to:

- Prepare high-quality inputs to policy documents and UNEP's priorities; coordinate complex and interconnected work streams in an efficient and strategic manner.
- Draft policy and project documents according to UN style.
- Undertake responsibility for specific tasks related to strategic policy issues.
- Prepare inputs for engagement with UN sustainable development group and other UN interagency coordination mechanisms; prepare project documents for review bodies and external partners.
- Represent UNEP in discussions with external partners.

The JPO training programme includes the following learning elements:

- On the job training: The JPO will receive unique experience and training within a cross-sector team of a UN system organization, including the functioning of policy and programme management within the organization. The JPO will receive an overview of the range of environmental issues within UNEP's programme of work, exposure to the functioning of UNEP's intergovernmental bodies, including the Environment Assembly and Committee of Permanent Representatives, as well as

to its external partners. In addition, the JPO will obtain an in-depth understanding of the UN system organizations that work on environment issues. The JPO will further gain a better appreciation of current and emerging environmental issues, how these are critical in linking with the 2030 Agenda.

- UN training courses: The JPO will be eligible to apply for the range of training opportunities, including gender and results-based management, language courses, and computer training. The JPO will be required to take several training courses that are mandatory for UN staff, including on ethics, security, etc.
- Non-UN training courses: On a case-by-case basis, more specific training, for example on environmental management issues, may be taken subject to availability of funds for training and required travel.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$4000 per year which may be used for learning activities related to the assignment and career development.

IV Supervision

Title of supervisor: Head of the Policy Coordination Unit

Content and methodology of supervision

- Introduction of the JPO to the Unit and to all relevant colleagues for the work on the extractive sector.
- Discussion, guidance and approval on work plan and evaluation in light of the performance appraisal.
- Monthly meetings to discuss and review challenges and any problems, discussions on job-satisfaction, regular feedback on the progress of activities.
- Facilitating development plan and learning objectives.
- Available for consultations from the JPO at all times on issues of policy or other sensitive matters.

V Required Qualifications and Experience

Education:

Master degree or equivalent in a field related to the environment and natural resources management, sustainable development, economics, law, international relations, or political science.

Working experience:

Minimum 2 years to maximum 4 years relevant working experience, at the national or international level in sustainable development and implementation of environmental related programmes, policies, projects, and activities is required. Prior experience in an international organisation, on policy development and SDGs is desirable.

Working experience within the UN system should not exceed 50% of the relevant working experience including UNV, (paid) UN internship and UN consultancy.

All paid work experience since obtaining Bachelor's degree can be considered.

Languages:

Fluency in oral and written English is essential, particularly written communication. A good working knowledge of French or Spanish is desirable.

Key competencies:

- **Professionalism** - Knowledge of policies/procedures in the area of programme management; good research, analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; familiarity with and in the use of various research methodologies and sources and sound judgement.
- **Planning and organizing** - Strong organizational skills including proven ability to effectively plan and coordinate own work as well as that of others.
- **Communication** (spoken and written) skills, including the ability to draft policy and technical reports, correspondence, studies and other communications to various counterparts and to articulate ideas in a clear and concise manner.
- **Teamwork** – Good interpersonal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender in organization and management of meetings and in project implementation.

VI Background information on Agency/Department/Section

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. UNEP implements legislative mandates of the UNEP Assembly and the UN General Assembly, ensuring coherent delivery of its programme of work. Its mandate includes coordinating the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of the governments and the international community for action.

This position is located at UNEP Headquarters in Nairobi, Kenya in the Programme and Policy Division which performs strategic planning, coordination and monitoring of UNEP Programme's programmes. It coordinates UNEP Programme's engagement with the wider UN system and global processes such as the UN development reform and the implementation of the Sustainable Development Goals. The Division ensures coherence and coordination at the strategic, policy and programmatic levels.

VII Information on living conditions at Duty Station

Normal living conditions for a duty station located in Africa.

VIII How to apply

To apply for this job, submit your application including a motivation letter and a curriculum vitae/resume to email address: sunaina.dhadialla@un.org

Applicants will receive acknowledgement of receipt of their submission.

Only shortlisted candidates will be contacted further.