

## TERMS OF REFERENCE FOR THE JUNIOR PROFESSIONAL OFFICER, UNITED NATIONS ENVIRONMENT PROGRAMME, AFRICA OFFICE

### **General Information**

**Post Title:** Associate Programme Officer

**Office:** Regional Office for Africa (ROA)

**Unit:** Regional Development Coordination

**Location:** UNEP Headquarters in Nairobi

**Duration:** 3 years

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. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Regional Office for Africa (UNEP-ROA) supports the integration of environmental sustainability and climate action in the United Nations Sustainable Development Cooperation Framework (UNCF) development processes within the United Nations Country Teams (UNCTs) mechanism as guided by the Resident Coordinator (UNRC) System. This position is to support the work of the Regional Development Coordination (RDC) Unit in Western and Central Africa.

The Regional Development Coordination Unit supports the integration of environmental sustainability and climate action in the Common Country Analysis (CCA) and UNCF development and implementation processes and reports to the Deputy Regional Director. Leveraging on the reinvigorated UNRC system as well as the 7 UNEP's Sub Programmes, RDC coordinates, provides thought leadership and technical support to UNCT programmatic work as guided by the Medium-Term Strategy 2022-2025 to address the triple planetary crisis (climate change, Loss of nature and biodiversity, and pollution and waste). In addition, the Unit supports internal coordination activities within UNEP-ROA on its engagement with the UNRC and UNCT systems.

The Junior Professional Officer (JPO) will be an integral part of the RDC Unit and will provide technical support in the operationalization of UNEP's new delivery model to Member States in Central and West Africa. This includes technical support to the Country Focal Point (CFP) mechanism for deepened engagement with the UNCTs. The JPO will also backstop RDC's programmatic work in the various phases of the UNCF processes as well as technical support in coordinating Results Groups processes that include the development of Annual Joint Work Plans

(AJWPs) as well as annual reporting and monitoring and evaluation of UNEP's activities/projects in Central and West Africa.

### **Justification for the Junior Professional Officer Request**

Africa is a vast region made up of 54 Member States and the associated UNCTs that are supported by the RDC Unit. These UNCTs are characterized by differentiated needs, wide range of challenges as well as several official languages in use. The negative impact that the triple planetary crisis is having on countries in the region is now more evident and is threatening their sustainable development aspirations. Furthermore, UNEP is a non-resident agency in many of the African Member States in which its support and visibility are now critical more than ever. There is therefore renewed urgency to ensure that the key drivers of the crisis are addressed, and impacts mitigated through all national plans and programmes, including those delivered by the United Nations system. UNEP requires additional human resources to improve its agility and visibility. Necessary for its full engagement at country level. The JPO will be instrumental in enhancing UNEP's capacity to deliver more effectively and efficiently to Member States in Central and West Africa. The additional capacity provided by the JPO will further deepen UNEP's engagement with UNCTs and ensure a stronger integration environmental sustainability and solutions to the triple planetary crisis in their work in the two sub-regions.

### **Supervision**

The JPO will be directly supervised by the Regional Development Coordination Officer (RDCO), with the Deputy Regional Director as the additional supervisor, and will be expected to work very closely with the rest of the team members of the Africa Office.

### **Content and Methodology of the Supervision**

The JPO will be fully appraised on the portfolio of the RDC Unit and the Africa Office in general. S/He will be provided with guided access to important programmes and substantive documents. Annual work plans will be developed in accordance with the Unit's programmatic needs as well as the JPO's strengths and interests. The unit meets regularly to review ongoing work and address any challenges encountered. In addition to regular appraisal meetings as required by the UN appraisal system as well as day-to-day supervision and support will be provided through regular meetings and interactions, review of deliverables and constructive feedback, as guided by the Deputy Regional Director (DRD)/Regional Director (RD). While the JPO will be expected to take responsibility on delivering on commitments, the supervising officer will implement an open-door policy to avail any support needed, be it of a technical, substantive or facilitative nature.

### **Duties, Responsibilities and Output Expectations**

#### **Terms of Reference**

- Provide technical support in the operationalization of UNEP's New Delivery Model in UNCTs in Central and West Africa.
- Provide technical support to UNEP's Country Focal Point Model to facilitate stronger engagement with UNCTs, the UN Development Coordination Office (DCO) and Member States to better integrate environmental sustainability and solutions to the triple planetary crisis in UNCT work in Central and West Africa.
- Provide administrative and technical support to the various stages of CCA formulation and UNCF development and implementation processes in Central and West Africa.
- Participate in RDC Unit's programmatic work in Central and West Africa in line with UNEP's Medium-Term Strategy (MTS) 2022-2025 including resource mobilization initiatives.
- Provide technical and administrative support to the RDCO including support to Peer Support Group (PSG) quality assessment of CCAs and UNCFs for Central and West Africa.
- Assist the coordination of UNINFO as well as Programme Information and Management System (PIMS) reporting for UNEP projects in Central and West Africa.
- Collect and document lessons learnt in the course of his/her work to further support UNEP's deepened engagement with UNCTs.
- Contribute to the preparation of various written outputs including draft background papers, briefing notes, analytical notes, sections of reports and studies and publications.
- Provide administrative and substantive support to meetings, workshops, and other interactive sessions, including proposing agendas/topics, identifying and proposing participants, preparation of background documents and presentations, meeting reports, logistics management, etc.
- Participate in UNCT retreats and other critical meetings of UNCTs and influence their outcomes to ensure that environmental sustainability and solutions to the triple planetary crisis are adequately integrated in UNCT work.
- Any other related tasks as may be required or assigned as deemed by the RDCO, Deputy Regional Director and Regional Director.

### **Output Expectations**

- Deliver well-researched, sound, and well-reasoned written outputs of the various deliverables of the UNCT engagement processes.
- Effectively, and in a timely manner, provide technical inputs to UNCTs upon request.
- Effectively, and in a timely manner, liaise with CFPs, UNCTs Focal Points, colleagues and concerned parties internally and externally.
- Contribute to the successful delivery of RDC Unit's existing and future programmatic work.
- Enhance communication, coordination, and collaboration with other UNEP Units/Sub Programmes and with partners outside the agency.

- Enhance information sharing and knowledge management through collecting, documenting, and disseminating of lessons learnt through RDC programmatic work.

### **Travel**

Working at the RDC Unit may require international travel out of the duty station to participate in UNCT activities and other strategic meetings. The JPO will be expected to participate in several such missions, and funding for the JPOs travel will be provided by the UNEP Africa Office. The travel arrangements will be made by the JPO as guided by the RDCO in adherence to UNEP's procedures.

### **Training and Learning Elements**

Training: On the job training (Inspira), mandatory training courses, language training, computer training, PAS training, substantive (environmental) training courses.

### **Learning Elements**

**After one year the JPO will be able to:** work seamlessly with UN country teams, the UN Resident Coordinator system and the UN Development Coordination Office; prepare and integrate environmental data, information and policy analysis into the CCA; develop a full understanding of and contribute to preparation of UNCFs; draft competent assessment reports; draft project budgets in accordance with UN standards; formulate job-descriptions and project documents; monitor progress in the implementation of environmental solutions; formulate remedial action proposals; understand how to work in a multicultural work-environment; be familiar with UN rules and regulations.

**After two years the JPO will be able to:** demonstrate additional skills related to development and relationship management of partnerships with intergovernmental bodies, civil society organizations, the private sector, Regional Commissions, and other UN organizations; environmental/technical/management areas; regional development banks, sub regionally and nationally-based financial institutions, improved negotiating skills, improved editing/writing/reporting, organizational/evaluation skills.

### **Qualifications and Experience**

Qualifications: Advanced university degree (Master's degree or equivalent) in a field related to the environment science, conservation, natural resource management, project management, economics or related fields with 2 years of relevant work experience in sustainable development and implementation of environmental related programmes, projects and activities is required. Prior experience at the international level is an advantage.

Good knowledge of English is required and fluency in French is essential.

**Skills:** Computer skills, drafting/writing skills, ability to establish and maintain effective working relations within multicultural working environment, adaptability, and ability to work effectively as part of a team.

### **Competencies**

Professionalism, Communication, Problem Solving, Teamwork, Planning and Organization, Innovation, and Creativity.

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

The normal living conditions of a developing country in Africa can be expected in Nairobi.

### **Eligibility**

General Requirements for candidates applying to the JPO Programme of Belgium:

- You must have the Belgian nationality.
- Have a Master level degree.
- Have at least 2 years of relevant work experience as indicated above.
- Be no older than 32 years of age as of 31 December of the year of application.

### **How to apply**

The position will be published on the UNEP Work with us webpage: <https://www.unenvironment.org/work-with-us>.

To apply for this job, please submit an application [to HR Focal Point on email alice.kingoo@un.org](mailto:alice.kingoo@un.org).

The application must include:

- 1) A complete application Personal History Profile (PHP) and motivation letter in English
- 2) A copy of (Master's degree or equivalent) university degree
- 3) A copy of the passport

**Applications must be received no later than 15 December 2023, at 24:00 EAT. Applications received after this date will not be considered. Applicants will receive confirmation of receipt. Only short-listed candidates will be contacted thereafter.**