

## UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

### General Information

**Post Title** Junior Professional Officer (**Open for Dutch National Only**)

**Unit:** Africa Office- Ecosystems and Biodiversity Programme

**Location:** Nairobi

**Duration:** Initially one year with the possibility to extend up to a maximum total of 3 years

**Opening Date:** 27 July 2018

**Closing Date:** 26 August 2018

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### Background information on UN Environment and the Africa Office

The Africa Office is one of the six (6) Regional Offices of the UN Environment. It is co-located with the UN Environment Headquarters in Nairobi. The Africa Office is responsible for implementation of UN Environment's approved 4-year Medium Term Strategy and the biennial Programme of Work in the 54 countries of Africa under the different sub-programmes. For this position falls under the Ecosystems and Biodiversity sub-programme which includes water resources management. The incumbent will support the planning development and implementation of water resources management activities under the approved Four0year Medium-Term Strategy and biennial Programme of work.

Water resources are central to all the Sustainable Development Goals and Africa's quest to achieving the targets under these goals is closely hinged on how it manages its water resources.

Geographically, Africa is one of the continents with uneven and sharp contrasting distribution of surface and ground water resources; from desert ecosystems to arid and semi-arid lands and savannah grasslands, mountain ecosystems, and the tropical rainforests. In addition, Africa boasts of a vast coastal line rich in biodiversity and ecosystem services that sustain tens millions of livelihoods. Several of these water resources are transboundary in nature with at least two or more contrives.

As Africa's population increases, so does the demand for water - both for domestic and production (agricultural and industrial) purposes. This demand is further strained by the unsustainable practices land and soil management, pollution of water resources from agricultural and municipal sources, and the impacts of climate change such as prolonged droughts and/ or extensive floods. These pose unique challenges to the sustainable management of water resources, and hence the need to support African countries to sustainably manage their water resources.

The Junior Programme Officer will form part of the UN Environment team responsible of supporting the African countries to sustainable manage their water resources.

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

Management of water resources in Africa is a priority issue that has large demand by most countries in the continent. To meet this demand UN Environment seeks to strengthen the capacity of the Africa Office to respond to the needs of the African countries. The services of a Junior Professional with a strong background in water resources management will support the team in UN Environment that works on water resources management.

At the same time the extent and variety of these demands and the type of work involved create a unique learning opportunity for a Junior Professional to gain rich experiences that will help to shape the career of the incumbent. Over the duration of 2 years the incumbent, as a team member, will be involved in all the phases of programme design implementation and reporting. The incumbent will further develop a network of contacts with professionals in the continent ranging from civil society to government officials as well as the United Nations bodies.

**Supervision****Content and methodology of the supervision**

Under the overall guidance of the Deputy Regional Director the Junior Professional Officer will be supervised on day-to-day by the Regional Sub-Programme Coordinator (as the First Reporting Officer) based on an annual workplan prepared in a participatory manner between the incumbent and the first reporting officer

The First Reporting Officer will introduce the Junior Professional Officer to members of the Africa Office and the Ecosystem management team with whom the incumbent will work closely with, including the mentor/buddy. This will be followed by an induction session on the programme of work of the Unit, the expected outcomes and outputs and the role and responsibilities that the Junior Professional Officer will undertake. The performance appraisal system will be discussed with the incumbent and each step explained before the Junior Professional Officer embarks on preparing a work plan under the guidance of the First Reporting Officer. General objectives, desired results and anticipated problems are discussed beforehand with the incumbent.

Regular feedback on the progress of activities is obtained by the supervisor through review of work in process. The incumbent is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters. Final results of each set of activities, is reviewed for attainment of objectives and quality of work

**Duties, responsibilities and output expectations (Terms of Reference)**

Under the day-to-day supervision of the Ecosystems Programme Coordinator in Africa, the Junior Professional Officer will be responsible for:

- 1) Identifying analysing and documenting the needs of African countries in terms of water resources management; aligning these needs with the thematic and programmatic priorities of the UN Environment's Programme of Work; developing a knowledge base of baselines of the statuses of water resources covering both surface and ground water at national and transboundary levels.
- 2) Providing technical inputs for the planning and design of programme of work activities including preparation of project portfolios, project concepts, and project proposals and documents in response to, and aligned with, the identified needs priorities and obligations of African countries

- 3) Providing support to the implementation of projects in various countries in the region ensuring the management actions are noted and followed up, adequate measures are undertaken to achieve the key milestones and indicators of the projects, and that the results of the project are properly documented and reported as required to the statutory bodies etc
- 4) Preparing compilations of lessons learned and success stories capturing the impact of UN Environment's work in the region; liaising with the communications team to prepare communications products for various media and purposes including social media, websites, news releases and press statement; providing inputs to speeches by senior officials of the UN Environment on topics related to water resources management in Africa etc.
- 5) Establishing and building partnerships with relevant institutions organisations profession bodies etc; supporting networking and networks of professionals and water resources interest groups in the continent; promoting synergies and linkages with other programmes, projects etc.

### Output expectations

- An online updated record of the water resources needs and priorities of African countries
- Biannual project implementation progress reports prepared
- At least four fundable project proposals developed during the incumbency
- Communications products developed
- Network of professionals established

### Travel

- Missions and costs of travel envisaged during first year of assignment: Two-three missions to African countries on project implementation (USD 4,000)
- Missions and costs of travel envisaged during second year of assignment: Three – five missions to African countries on project implementation (USD 6,000)
- Missions and costs of travel envisaged during third year of assignment (if applicable): Three – five missions to African countries on project implementation (USD 8,000)

### Training and Learning Elements

1. **Formal Training:** The Junior Professional will be required to undertake at least two face-to-face on water resources management seminars/workshops/scientific conference during the 2-year incumbency. The supervisor will provide guidance and allow adequate time for the Junior Professional to select and attend suitable courses as part of the official assignment.
2. **On-the -Job Training:** The Junior Professional Officer will be assigned a mentor from the Ecosystems management team who will provide a structured learning plan based on the needs of the Junior Professional and the priorities of the UN Environment. The mentor will maintain a record of the learning activities and the progress thereof.
3. **Language Training:** The incumbent will have access to the language training provided by the UN Office at Nairobi which offers regular classes in UN official languages (Arabic, Chinese, English, French, Russian and Spanish). In addition, classes in Swahili language may be offered.

### Learning elements:

1. After one year the Junior Professional Officer should be able to: Prepare project implementation analyses and semi- and annual project progress reports; understand the UN system and its rules and procedures; Prepare fundable project proposals on water resources management;
2. After two years the Junior Professional Officer should be able to: have formulate management actions to remedy project implementation challenges; substantial knowledge of various water resources in the continent; assess country needs and priorities in water resources management, provide technical advice to government officials,
3. After three years (if applicable) the Junior Professional Officer should able to: Undertake missions to countries independently to discuss and advise on the management of water resources;

### **Qualifications and experience**

Qualifications: Masters of equivalent degree in environmental sciences, natural resources management, water resources management, water engineering, environmental planning and management, or closely related area of study.

Work experience: 2 maximal 4 years relevant working experience, including internships in sustainable development and implementation of water resources management programmes, projects and activities is required. Prior experience at the international level is advantageous. Familiarity with the UN System is an added advantage.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (oral and written) is required. Knowledge of French (oral and written) is highly desirable.

### **Competencies**

1. **Communication:** Speaks fluently; expresses opinions, information and key points of an argument clearly; presents information with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility; structures information to meet the needs and understanding of the intended audience; presents information in a well-structured and logical way.
2. **Team work:** 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.
3. **Planning and Organisation:** 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.

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

Africa Office

Normal living conditions for developing country in Africa are applicable to the Nairobi duty station.

### **How to apply**

To apply for this job, you have to submit an application to [alice.kingoo@un.org](mailto:alice.kingoo@un.org).

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. For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

**Please read the criteria and FAQ section carefully before considering applying**