

Advertisement

Junior Professional Officer

Enterprise Risk Management and
Internal Controls Officer



UN environment

Closing date 26th May 2019

I General information

Title:	Enterprise Risk Management and Internal Controls Officer
Sector of Assignment:	Administration Unit, Corporate Services Division
Country:	Kenya
Location (City):	Nairobi
Agency:	UN environment
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

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/NL/JPO/General%20Information.htm>

Please read the criteria and FAQ section carefully before considering applying

II Duties and responsibilities

To assist the UN Environment in the implementation of the UN Secretariat's Enterprise Risk Management and Internal Controls framework.

Terms of reference

- Planning, designing an overall risk management process for the UN Environment
- Risk assessment, which involves identification, description, analysis and estimation of the risks affecting the UN Environment
- Assisting Divisions, Regional Offices and Multi-Lateral Environmental Agreements in risk evaluation
- Risk reporting in an appropriate way for different audiences i.e. Leadership Group, Executive Office and Directors
- Assisting the Head of Unit on external risk reporting to stakeholders

III Training component: Learning elements and expectations

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

- Have substantive knowledge of risk assessment and management issues in UN Environment and be able to advise on potential best practices and approaches
- Have improved analytical skills in the areas of risk assessment and management, and in the planning, designing and development of a risk management process and implementation plan;

- Have improved communication skills through interaction with UN Environment staff, governments and partner organizations
- Gain a better appreciation of current and emerging risk management issues and their application within UN Environment

The JPO training programme includes the following learning elements:

- The JPO will be encouraged and supported to take a few courses such as PRINCE 2 (Projects in Controlled Environment)
- Organizational management consulting
- Project design and management
- 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, Administration Unit

Content and methodology of supervision

The JPO will be supervised directly by the Head of the Administration Unit. The JPO will be thoroughly briefed upon assumption of duty on the mandate and functions of the position as well as desired goals and activities designed to achieve desired goals. Expectations and activities/outputs will be discussed clearly in advance of the assignments. Interaction with the supervisor will take place on a regular basis, allowing for continuous monitoring of performance against established work plan and regular feedback on the progress of work assigned to the incumbent. The incumbent will be required to attend the bi-weekly team meetings and the Secretariat-wide staff meetings. He/she will be expected to plan and organize the delivery of his/her own work independently but consult with the supervisor on matters related to policy. He/she will collaborate with other units of the Secretariat and with partner organizations, as appropriate.

V Required Qualifications and Experience

Education:

Master's degree or equivalent in a field related to risk management and actuarial sciences. A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree.

Working experience:

Two to maximal 4 years relevant working experience at the national or at the international level in sustainable development and implementation of environmental related programmes, projects and activities is required. Experience in national administration and/or at the international level is advantageous. All paid work experience since obtaining bachelor's degree will/can be considered.

Languages: Fluency in English is required. Knowledge of other UN languages would be an asset.

Key competencies

- **Professionalism:** Ability to work under pressure and to use limited time and resources effectively; flexibility to adapt rapidly to changing situations; ability to ensure that the highest possible quality outputs are produced.
- **Communication:** Ability to speak and write clearly and effectively; ability to communicate effectively with audiences of various levels of seniority and technical knowledge, tailoring language, tone, style and format appropriately; ability to communicate with various stakeholders in politically sensitive situations with diplomacy and tact.

- **Teamwork:** Good interpersonal skills, ability to work collaboratively with professional and technical staff at senior and junior levels from diverse cultures and backgrounds.

VI Background information on Agency/Department/Section

United Nations Environment (UN Environment) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. 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. This post is located at the Corporate Services Division in the Administration Unit. The Unit coordinates and facilitates Facilities Management, Procurement, Risk Management and Travel.

VII Information on living conditions at Duty Station

The UN classifies Nairobi as a Headquarter (H) duty station where staff members enjoy normal living conditions and are thus not entitled to mobility and hardship allowances.

VIII How to apply

To apply for this job, visit the JPO application portal <http://apps.unep.org/jpoportal/general/all/jposts>, register and apply using **job code CSD-213-2019**
Applicants will see a pop-up notification of successful submission of their application
Only shortlisted candidates will be contacted.