

**United Nations Environment Programme
JUNIOR PROFESSIONAL OFFICER**

General Information

Post Title: Junior Professional Officer, Climate Information and Early Warning
Grade: P2
Division/Unit: Early Warning and Assessment Division,
Climate Early Warning and Capacity Building Unit
Location: Nairobi, Kenya
Duration: One-year fixed term appointment; with the possibility of renewal for a maximum of two years.

Application period: Friday, June 28th, 2024 - Friday, August 9th, 2024

Please read the General Requirements for candidates applying to the JPO Programme of the Republic of Korea below carefully.

Background information on UN Environment and the requesting Unit

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.

The Early Warnings and Assessment Division (EWAD) is responsible for analyzing the state of the global environment, providing early warning information, and assessing global and regional environmental trends to catalyze and promote international cooperation and action on the environment.

The Junior Professional Officer will work in the Climate Early Warning and Capacity Building Unit to provide support in oversight of the Climate Information and Early Warning Systems (CIEWS) and Capacity Building portfolios (mainly funded by the Green Climate Fund (GCF), Global Environment Facility (GEF), Systematic Observations Financing Facility (SOFF), etc.), support communications strategies, support the development of funding proposals for global funds and other potential funding sources (such as the Green Climate Fund, Environment Fund, Loss & Damage Fund, and others) and provide general support to the unit's work on CIEWS and capacity building, including knowledge management.

Why is the Junior Professional Officer requested/needed?

As climate changes and climate extremes become more frequent and intense, countries require accurate, timely and actionable information and early warning on their local weather, climate, and ocean environments; and science-based advice on adaptation planning for longer-term climate change impacts. The Paris Agreement in Article 7, 7c stresses the need for "Strengthening scientific knowledge on climate, including research, systematic observation of the climate system and early warning systems, in a manner that informs climate services and supports decision-making". This is also recognized by the Sendai Framework on Disaster Risk Reduction, which highlights in "I, 14... there is a need to address existing challenges and prepare for future ones by focusing on monitoring, assessing and understanding disaster risk and sharing such information...and enhancing multi-hazard early warning systems..." and in III, 19g that "Disaster risk reduction requires a multi-hazard approach and inclusive risk-informed decision-making based on the open exchange and dissemination of disaggregated data..."

Climate Information and Early Warning Systems (CIEWS) are therefore vital as they increase the resilience and adaptive capacity of countries to respond to climate-related hazards, empowering vulnerable people, and governments to initiate timely and appropriate actions to reduce the impact of these hazards. In March 2022, United Nations Secretary-General, António Guterres, unveiled the "Early Warnings for All" initiative with the goal of ensuring that every person on Earth is safeguarded by early warning systems by 2027.

Through its CIEWS and Capacity Building portfolio, UNEP builds local capacities to establish data-driven climate information services and impact-based, people-centered early warning systems, which in turn underpin science-based policy-setting, preparedness and early action. UNEP's CIEWS portfolio targets funding from the Green Climate Fund (GCF), Adaptation Fund (AF), Systematic Observations Financing Facility (SOFF) and others. The CIEWS projects contribute to the attainment of the goals and targets of the Paris Agreement, Sendai Framework, the UN Early Warnings for All Initiative (EW4All), Alliance for Hydromet Development, Risk-informed Early Action Partnership (REAP) and others.

There is a growing global demand for early warning projects and in turn, UNEP's CIEWS and Capacity Building portfolio is also growing rapidly, with a current portfolio of 86.6m USD in 8 countries and additional projects being developed in 19 other countries across the globe. The JPO position is critically needed to support the development and oversight of projects with various global funding sources (Green Climate Fund, Global Environment Facility, Systematic Observations Financing Facility, etc.); support communications strategies; and provide general support to the unit's work on climate early warning and capacity building, including knowledge management. The JPO will therefore make an important contribution towards addressing capacity building needs especially of least development countries and small island developing states in Climate Information and Early Warning Systems.

Supervision

The JPO will work under the direct supervision of:

Title of supervisor: Senior Programme Management Officer
Unit of supervisor: Climate Early Warning and Capacity Building (CEWCB) Unit,
Early Warning and Assessment Division (EWAD)
Location of supervisor: Nairobi, Kenya

The JPO and Supervisors will use Inspira, the UN Secretariat platform for online ePerformance, to structure the timing and methodology of feedback and tracking of performance. The performance evaluations will be made available to the donor Government.

Content and methodology of the supervision

CEWCB Unit, and particularly the supervisor, will provide high-quality supervision, guidance and mentoring to the JPO including the following elements:

- The Supervisor will brief the JPO on arrival, as well as carry out introductions to colleagues.
- Relevant internal induction documents will be provided to enable the JPO to explore and learn elements of UNEP's work on a regular basis.
- The JPO will be invited to regular coordination calls taking place between the Unit, Regional Offices and project teams, as well as regular calls with global funds focal points.
- Workplans for the JPO will be discussed in the context of the Objectives and Expectations of the unit's priority areas. The style of supervision will be inclusive and involve daily consultations, and regular feedback on the progress of work assigned both individually and with the relevant Teams.
- Feedback on the execution of activities will be provided in relation to the delivery of agreed outputs in the workplan.

First appraising officer: Mr. Jochem Zoetelief
Title first appraising officer: Head, Climate Early Warning and Capacity Building Unit
Unit first appraising officer: Early Warning and Assessment Division
Location first appraising: Nairobi, Kenya

Second appraising officer: Mr. Alexandre Caldas
Title second appraising officer: Chief, Early Warning and Data Analytics Branch
Unit second appraising officer: Early Warning and Assessment Division
Location second appraising officer: Nairobi, Kenya

Duties, responsibilities and output expectations

Terms of reference

- Draft project concepts, proposals and related documents according to the requirements of GCF, GEF and other key donors, conducting research and analysis as needed.
- Support the oversight and management of existing projects funded by the GCF, GEF and other donors.
- Develop and execute communications strategies and materials for the CEWCB Unit's portfolio.
- Compile and synthesize progress reports on existing projects and use this information for highlighting the results of the portfolio.
- Prepare presentation and other outreach materials on CIEWS and capacity building.
- Research donor priorities and make recommendations on resource mobilization approaches.
- Monitor project pipeline progress in the CEWCB Unit and generate periodic reports.

Output expectations

- New project proposals and documents prepared to support countries in Climate Information and Early Warning Systems.
- Well-managed project portfolio within the CEWCB Unit funded by global funds and other key donors delivering in support of countries.
- Impactful communications materials for the CIEWS and Capacity Building portfolio

Travel

As required by the CEWCB Unit the JPO will undertake an estimated 2-3 missions per year to project countries and/or support the planning and conducting of workshops/training related to the work of the Unit.

Training and Learning Elements

Training

The JPO will be offered the opportunity to undertake the following training courses:

- Results-based management training and career development planning: the JPO will be offered opportunities to participate in UNEP's results-based management training and undertake relevant training programmes organized by the UN system in Nairobi
- UNEP's online training programmes: the JPO will be provided the opportunity to undertake a variety of programmes provided by UNEP including Gender Mainstreaming, Social Safeguards, Environment and Resource Efficiency.
- On the job training: the supervisors of the JPO are committed to providing daily on the job training for the JPO's effective operation in the UN system.
- Specialized training in consultation with the supervisor.

Learning elements:

After one year, the JPO is expected to be able to:

- Apply knowledge of the UN system and the role of UNEP within the UN system.

- Understand UNEP's programmatic and operational structures and related rules and regulations.
- Understand global funds structures and related rules and regulations
- Draft and assess project proposals, draft project budgets according to UN and global funds standards.
- Be familiar with UNEP's engagement in the regions and at country level.
- Experience with planning and organizing meetings and workshops.
- Analyze and draft reports, technical papers and background documents.

After two years, the JPO is expected to be able to:

- Strengthen expertise and skills acquired in Year One.
- Apply knowledge on priorities of global funds such as the (Global Environment Facility and Green Climate Fund) and other key donors to project development within the CEWCB Unit.
- Understand and apply knowledge of country needs related to climate/ environmental information management and early warning.
- Support project oversight and management of a diverse project portfolio covering several regions and countries.
- Appreciate the dynamics of the intergovernmental processes and UN engagement in the regions and the approaches needed to engage with partners and support to meet needs of Member States related to environmental science and information.
- Apply skills gained to plan future career development in international environment affairs, assessment and/or statistics either in government agencies, international agencies, the UN, non-governmental organizations, research institutes or the private sector.

After three years (if applicable), the JPO is expected to be able to:

- Strengthen expertise and skills acquired in Year One and Two.
- Manage small and medium-sized projects under supervision.
- Support negotiations with donors through presentations etc.

Qualifications and experience

Qualifications: Advanced university degree (Master's degree or equivalent) with a focus on environment, climate change, meteorology and/or sustainable development, or a first degree with a relevant combination of professional and academic qualifications. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Skills: Fluency in oral and written English is essential, with good writing and presentation skills. Knowledge of French is an advantage. Excellent ICT skills are needed.

Working experience: At least 3 years' experience at the national level, or 2 years at the international level, in fields associated with the post. Experience in work related to project development, climate information or early warning systems would be an advantage.

Competencies

Professionalism: Ability to identify issues, analyze and participate in the resolution of problems. Ability to write project documents for donor funding. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Teamwork: Works collaboratively with colleagues in a multi-cultural environment 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.

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; uses time efficiently.

Living conditions at duty station

For Nairobi: Normal living conditions for a developing country in Africa.

General requirements for the JPO Programme of the Republic of Korea

a) Korean citizenship

b) Fluency in Korean and English

c) Completion of university (*Advanced university degree (Master's degree or equivalent) with a focus on environment, climate change, meteorology and/or sustainable development, or a first degree with a relevant combination of professional and academic qualifications.*)

d) Certificate of English proficiency test:

Applicants should score a minimum of

- (i) TOEFL iBT 100 or
- (ii) TEPS 430 or
- (iii) IELTS 7 or
- (iv) TOEIC 900

- TOEFL 'Home Edition' score is accepted while 'MyBest Scores' are not accepted
- IELTS General Training and Academic test are both accepted
- Test scores are valid for 2 years after the test date

e) Not older than 32 years of age as of 31st December, 2024 (born after 1st January, 1992).

The maximum age limit for those who served in the military will be extended accordingly:

- one year will be extended for those who served for less than one year;
- two years will be extended for those who served for more than one year and less than two years;
- three years will be extended for those who served for two years or more.

f) Male applicants shall have completed the Korean military service or be exempted from it. Those who will be discharged from military service in the year of the application may also apply.

[Please note] Applicants can apply for a maximum of two JPO positions sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.

How To apply

Applicants should submit their application electronically. All documents should be in English. Candidates for this position apply by sending all required documents in PDF files (merges or individually) to the email address unep-hr-jpo@un.org

Please indicate in the subject line: **ROK UNEP JPO-Programme 2024**

Applications must be received no later than **Friday, August 9th, 2024, at 11:59 PM KST**
Applications received after this date will not be considered. Only short-listed candidates will be contacted thereafter.

Required Documents (only complete applications will be considered)

- a) **A complete application including PHP** (Personal History Profile, to be downloaded) **and motivation letter** in English
- b) **A scanned copy of applicant's Resident Register in English**
- c) **A copy of university degree** (Bachelor's/Master's degree) **certificate in English**
- d) **A copy of English proficiency test certificate** (please refer to the section above)

- e) Only for male applicants who have completed the national military service: A certificate of Korean Military Service in English. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the Military Service Law.

- f) Only for low-income applicants: A scanned copy of a certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial translation in English

- g) Only for persons with disability: A scanned copy of a certificate of person with disability issued in Korean and English

General Information:

For general information on the JPO Programme of the Republic of Korea, please visit the website of the International Organizations Recruitment Center, Ministry of Foreign Affairs of the Republic of Korea at <https://unrecruit.mofa.go.kr>