STANDARD FORMAT FOR UNEP JPO REQUEST

General Information

Post Title: Communications Officer
Unit: UNEP/DCPI Office of the Director
Location: Nairobi
Duration: 2 years

Supervision:

The JPO will work under the general guidance of the Deputy Director, DCPI

Background information on UNEP and requesting Unit:

The United Nations Environment Programme (UNEP) is the United Nations systems 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.

UNEP's Division of Communications and Public Information (DCPI) communicates UNEP's core messages to all stakeholders and partners, raising environmental awareness and enhancing the profile of UNEP worldwide. This post is located in the Director's Office of UNEP/DCPI. Please find attached organogram.

The general objective of the position is to support DCPI management with branding and marketing related activities.

Why is JPO requested/needed?

The JPO is required to support the communications and publicity related to UNEP branding, marketing and promotion and the providing assistance to DCPI’s work on creating awareness on environmental issues. The duration is envisaged for two years with a possibility of extension.

Supervision
Content and methodology of the supervision:
Support and supervision will include discussions, regular meetings and feedback in line with the planned E-performance goals and outcomes. The JPO will be assisted in developing his/her workplan for the E-performance which is guided by the set outcomes for the Unit, the Division workplan and the Director’s workplan. Regular meetings (could be weekly) will be held between the JPO and the First Reporting Officer (FRO) to discuss tasks and review any bottlenecks to performance, and find solutions. There will be a mid-point review where goals will be reviewed and any changes in the outcome documented and effected. The JPO will be invited to attend various meetings such as the Programme of Work meeting, communications related meetings and specific meetings to his/her job to enable them learn about the work of other units. An end of year, a performance discussion will be held with the First reporting Office. Prior to this meeting the JPO will have prepared his/her self-assessment of performance for discussion with the FRO. Any shortcomings will be discussed and ways of eliminating them institute.

Duties, responsibilities and output expectations
Terms of reference

JPO : Communications Officer: Marketing and Campaign
Objective: To support DCPI in marketing and promoting brand UNEP and researching on ways that DCPI could promote UNEPs work to a diverse audience and undertake research and analysis of results for findings and recommendations that will help guide specific activities/events. Specifically, the JPO will:

- Collaborate with the Unit Heads on appropriate research activities, including designs & methodologies to inform the formulation of communication, engagement and creative strategies for specific campaigns and other project.
- Conduct research that can provide insights into drivers and influencers for stakeholders’/audiences’ attitudes and behaviours that can help guide advocacy campaigns.
- Evaluate and analyze relevant ongoing and past communications initiative to glean lessons, best practices that may be relevant to the Section’s projects. Aggregate findings into a systematic format and provide analysis as needed.
- Design and conduct internet/email, phone or field surveys for various target groups - to get feedback (e.g. on popularity of concept ideas) and thus identify and create opportunities for outreach.
- Conduct other research to support the Division’s work including information relating to due diligence and reporting.
Output expectations

- Insights from the research results and analysis
- Better understanding of how target groups, media and general public perceive UNEP
- From research undertaken, a better understanding of best practices on how DCPI can better plan advocacy activities
- Partnerships with market research agencies and/or broader access to such

Travel

Missions and costs of travel envisaged during first year of assignment:
Travel to a venue of at least one DCPI event/meeting during the first year. This will cost approximately $3,000 per year.

Missions and costs of travel envisaged during second year of assignment: At least one mission travel to UNEP/DCPI meetings on marketing and outreach activities. This will cost about $3,000 for the year.

Training and Learning Elements:
The JPO will undertake all UN mandatory training – Security Awareness Training, Competency based training, Performance monitoring training, integrity training.

Programmatic and substantive training – Result based management training, programme management training and gender awareness and planning, media training

Learning elements:
After one year the JPO is able to:
Contribute to the development of UNEP’s branding strategy,
Write reports on UNEP/DCPI branding strategy and undertake tasks in drafting marketing and communications related documentations/reports,
Undertake marketing related research and assist in analyzing the results and make recommendations on how the results will better improve DCPI communications work.

After two years the JPO is able to:
Write articles on DCPI marketing and branding,
Represent DCPI in internal meetings on marketing and branding and share experience and invite inputs,
Participate in missions and support DCPI management in marketing and branding meetings and events.
Provide substantive and logistical support to workshops on branding and marketing

We are confident that the JPO will benefit tremendously through the exposure to environmental work and will acquire first-hand information on environmental communication, interventions and policies and how to apply these skills back home.
Qualifications and experience:

Qualifications:
Advanced university degree (Master’s degree or equivalent) in the field of communications, public information, marketing, social science or development-related field. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Other Skills:
Excellent computer skills (Microsoft office, Internet, email) are required.

Languages:
Fluency in English is essential. Working knowledge of other UN languages is an asset.

Working experience:
At minimum of two (2) years of progressively relevant experience in communications, public information or related field.
Experience in the development and implementation of communications plan/strategy including organizing events, and meetings. Skills in management reporting and general communications activities such as writing and editing information materials is desirable.

Competencies

Professionalism: Knowledge of project development and planning; Excellent coordination, organization and planning skills, with the ability to work under pressure; Focus on impact and results; Conscientious and efficient in meeting commitments, observing deadlines and achieving results; Shows persistence when faced with difficult problems or challenges; Demonstrates thoroughness and looks for ways to improve and promote quality and applies feedback to improve performance; Monitors own work to ensure quality; Manages competing demands and changes approach or methods to suit the situation.

Planning and Organizing: Ability to identify priority activities and assignments, handle multiple activities and projects concurrently and make necessary adjustments as required; Ability to foresee risks and allow for contingencies when planning; Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; Uses time efficiently; Gathers and analyzes information skillfully; Develops alternative solutions and is objective even when dealing with stressful situations.

Communication: Ability to express ideas clearly, concisely and persuasively, including the ability to defend and explain difficult issues; Listens to others,
correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

Living conditions at duty station
Nairobi is classified by the UN as a "B" duty station, entitling UN staff to home leave every two years. The normal living conditions for developing country in Africa prevail in Nairobi.
STANDARD FORMAT FOR UNEP JPO REQUEST

General Information
Post Title: **JPO – UNEP Live**
Unit: **Country Outreach and Technological Innovations Unit, Division of Early Warning and Assessment**
Location: **Nairobi**
Duration: 2 years

Background information on UNEP and requesting Unit
UNEP, established in 1972, is the voice for the environment within the United Nations system. UNEP acts as a catalyst, advocate, educator and facilitator to promote the wise use and sustainable development of the global environment.

UNEP work encompasses the following three components:

1. Assessing global, regional and national environmental conditions and trends
2. Developing international and national environmental instruments
3. Strengthening institutions for the wise management of the environment

In response to the first component, UNEP has a mandate to keep under review the state of the environment. One of the ways it does this is through the conduct of integrated environmental assessments.

The twenty-seventh session of the UNEP Governing Council/Global Ministerial Environment Forum requested the Executive Director of UNEP to implement … UNEP-Live ... as an open platform in continued alignment with relevant environmental information systems designed for global, regional and national environmental assessment and data sharing.

The incumbent of this JPO post will work on the UNEP Live platform - which supports UNEP’s assessment work – and will report directly to the Division of Early Warning and Assessment.

Why is JPO requested/needed?
The JPO will work as part of a new team that taking the lead on the development and management of UNEP Live; implementation of country level national monitoring; development of reporting toolkits and methods; data quality assurance; web diagnostics analysis; roll-out of sensor-web technologies; establishment and maintenance of communities of practice and expert networks; delivery of on-line training; and capacity development and outreach in UNEP, the regions and countries

Supervision
Direct supervision by: **The UNEP Live project Manager (post under recruitment)**
Supervision

Type of the supervision:
- The Chief, OTI in Nairobi will introduce the JPO to the role and activities of UNEP in the field of assessments.
- The JPO will be given assessment reports and other background materials to familiarize himself/herself with the activities in the area.
- The Project Manager of UNEP Live will introduce the platform to the JPO and will discuss the terms of reference to make sure that the incumbent can prepare a workplan for the Performance Appraisal System (e-PAS) - including the setting of learning and training objectives for career development.
- The supervisor will have regular meetings with the incumbent giving guidance for problem solving and assistance in identifying experience opportunities.
- The workplan will be reviewed after the first six months. The JPO will be expected to carry out assignments more independently after the review.
- There will be an annual PAS evaluation for the JPO. This will be first done by the first appraising officer, i.e. the direct supervisor and then by the second appraising officer – and shared with the donor.

Duties, responsibilities and output expectations

Background:
UNEP Live is designed to support UNEA in keeping the environment under review. It is UNEP’s knowledge management platform which brings together archived and current information for bridging the science-policy interface and helping to develop actionable policies.

UNEP Live uses global services combined with regional, national and local data to identify key and emerging environmental issues and support integrated assessments and policy analysis on the state of global, regional and local environments.
UNEP Live connects to data and information from open sources at global, regional and national levels bringing together widely dispersed data and information. It provides tools for data visualization, mapping and comparisons to enable users to combine data, create maps and publish their findings.

The foundations of UNEP-Live implementation are built on partnerships and networks to support policy analysis and assessments. UNEP works with countries and key partners within and outside the UN to build capacity, broker access to data and information and to develop global regional and national perspectives.

Terms of reference:
-Support the coordination and implementation of UNEP Live by researching content, reviewing datasets and working with the Data group to ensure they are correctly used in the platform – following data quality assurance guidelines
-Provide organizational and substantive support for the Regional Environmental Information Networks Conferences
-Liaise with technical focal points at the national level to bring in data sets – working closely with the data and cartographic teams
-Assist in the development of reporting toolkits and sensor-web technologies
-Conduct periodic web diagnostics analysis
-Assist the moderators of the GEO Community of Practice in their work

Output expectations
-Building the UNEP Live knowledge platform to support UNEP’s assessment work
-Development of tools for capacity building
-Monitoring use of the platform
-Participation in a Community of Practice

Travel

A minimum amount of US $3,000 per year, subject to donor government regulations, is required for the JPOs education travel/training activities.

Missions and costs of travel envisaged during first year of assignment

The JPO will attend the UNEP Live/GEO Environmental Information Network Conferences. There are 3 envisaged in the first year and two in the second year.

Cost varies depending on region - between $6,000 and $8,000 each.
Training and Learning Elements

After one year the JPO is: familiar with UNEP Live platform and it’s principles and is able to assist the team to develop content for the platform (text, multimedia, ebooks)

After two years the JPO is able to: understand how assessments are conducted and how national data flows are established for UNEP Live.

Like DEWA staff, the JPO will also be required to register to on-line training courses offered through the Massive Open Online Courses. The JPO can also participate in one off-site training course that is relevant to his/her area of work

Qualifications and experience

-Advanced university degree (Master’s degree or equivalent) in a field relevant to the environment (environmental studies, environmental economics, and environmental assessments) with at least 4 years work experience at the national level (or 2 years at the international level) in environmental data collection/monitoring/data analysis and/or experience with analyzing and reporting results for different audiences. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
-Participation in Communities of Practice would be an asset
-Proficiency in Windows, MS Office suite and skills in developing animated Powerpoint presentations, excel worksheets and databases.
-Demonstrated writing skills in English
-Experience working in teams. Working with multi-cultural teams would be an advantage.
-Language(s) proficiency required: Fluency in English is essential. Working knowledge of other UN languages is an asset.

Competencies

The suitable candidate should have:
- Good communication skills: speaks and writes clearly and effectively in English.
- Teamwork: should be able to work in collaboration with colleagues; solicits guidance where appropriate from his/her superior.
- Creativity: not bound by current thinking or traditional approaches and seeks to consider new ideas and approaches to problem solving.
- Technological awareness: actively seeks to apply technology to appropriate tasks.

Living conditions at duty station

Normal living conditions for developing country in Africa.
STANDARD FORMAT FOR UNEP JPO REQUEST

**General Information**
Post Title: Associate Programme Officer  
Unit: Minamata Team, Chemicals Branch, DTIE  
Location: Geneva, Switzerland  
Duration: 2 year, option to extend for 3rd year.

**Background information on UNEP and requesting Unit**

The mandate of UNEP is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations. UNEP follows the guidance and requests of the United Nations Environment Assembly. UNEP is organized in six thematic areas, with expertise distributed between a number of divisions including early warning and assessment, policy development and law, policy implementation, regional co-operation, trade, industry, and economics and support for multilateral environment agreements. A full description of UNEP and its activities can be obtained from its website: www.unep.org.

The mission of UNEP’s Division of Technology, Industry and Economics (DTIE) is to encourage decision makers in government, local authorities and industry to develop and implement policies, strategies and practices that are cleaner and safer, make efficient use of natural resources, ensure environmentally sound management of chemicals, reduce pollution and risks for humans and the environment, enable implementation of conventions and international agreements, and incorporate environmental costs. The DTIE Chemicals Branch is the centre for UNEP’s chemicals-related activities and the goal of its programme is to make the world safer from toxic chemicals, by promoting the exchange of information on chemicals, by helping to build the capacities of countries around the world to use chemicals safely and by facilitating the development and operation of global policy instruments on problem chemicals.

The Chemicals Branch has developed and provided information to the Governing Council on toxic substances of particular concern. This has led to the development of a number of multilateral environmental agreements, including the Rotterdam Convention on the prior informed consent procedure for certain hazardous chemicals and pesticides in international trade and the Stockholm Convention on Persistent Organic Pollutant. Most recently, Governments adopted the Minamata Convention on Mercury in October 2013. At the Conference of Plenipotentiaries which adopted this decision, the Governments request UNEP to serve as the secretariat for the Convention in interim period, a responsibility which is being taken on by the Minamata Team in the Chemicals Branch.

**Why is JPO requested/needed?**
UNEP is tasked serving the Minamata Convention on Mercury as secretariat, including in the interim period, and preparing analytical and summary reports necessary for its work. In addition, the Resolutions adopted at the Conference of Plenipotentiaries highlighted
the need for activities to support early implementation and ratification of the Convention, and donors have requested the secretariat in the interim period to provide this support in addition to its activities in support future meetings of the intergovernmental negotiating committee and associated expert groups.

This task represents a significant increase in the workload, even in comparison to the workload undertaken during the negotiations. It is considered that the current staffing level is not sufficient to deliver this extended programme of activities; at the same time, participation in the work of a team servicing the implementation of a new legally binding instrument provides a unique opportunity for a young professional. It is anticipated that the JPO, depending on their previous experience, would be involved in the drafting of documents and reports, would become familiar with the range of logistical activities involved in hosting both major and smaller meetings and also would have the opportunity to participate in the delivery of awareness raising activities through subregional workshops.

**Supervision**

Content and methodology of the supervision

The supervision extended to the JPO will include the following elements:

- Introduction of the JPO to the Minamata Team and to the Chemicals Branch and other relevant colleagues and partners;
- Discussion of the JPO’s general objectives, work programme and desired results, which will be reflected in a mutually agreed plan under the Performance Appraisal System (e-PAS);
- Mid-term and annual evaluations as part of the e-PAS process;
- Frequent interaction with the coordinator and other members of the secretariat as part of daily tasks, which are undertaken on a team basis;
- Continuous supervision through the review by the coordinator of draft written materials prepared by the JPO;
- Regular opportunities (monthly if desired) for feedback and informal discussion with the coordinator on the JPO’s accomplishments, any work problems and job satisfaction;
- Discussion, in the context of six-monthly e-PAS discussions on the JPO’s development plan and learning objectives.
In general objectives, desired results and anticipated problems will be discussed beforehand with the JPO. Regular feedback on the progress of the activities will be obtained by the supervisor through the review of work in progress. During the second year, the JPO is expected to carry out the duties under general supervision and work closely with the supervisor on issue of policy or other sensitive matters. Final results of each set of activities will be periodically reviewed for attainment of objectives and quality of work.

**Duties, responsibilities and output expectations**

**Terms of reference**

Within delegated authority, the JPO will support the Interim Secretariat for the Minamata Convention on Mercury in the fulfillment of the functions as follows:

1) To provide input to and assist in drafting and reviewing documents on mercury issues as well as the broader chemicals and waste agenda, including meeting documents;

2) Support the organization and servicing of the meetings of the intergovernmental negotiating committee to prepare for the first meeting of the Conference of Parties to the Minamata Convention on Mercury, including liaising with participants, preparing invitations and assisting in the delivery of necessary logistics.

3) Assist in the provision of general information in relation to the meetings, including by contributing to information materials, preparing presentations, briefing notes, speech and taking active part in mercury related meetings;

4) Assist in the preparation and servicing of awareness raising workshops, regional meetings, national meetings and other inter-sessional work related to the Minamata Convention on Mercury.

5) Other duties as required.

**Output expectations**

1) Meeting documents prepared and available on time for meetings of the intergovernmental negotiating committee.

2) Time responses to information requests and information materials (newsletters, information bulletins, presentations, web pages).

3) Documents and other inputs for mercury meetings prepared and of high quality.
**Travel**

A minimum amount of US $3,000 per year, subject to donor government regulations, is required for the JPOs education travel/training activities.

Missions and costs of travel envisaged during first year of assignment

1) One session of the INC in November 2014 in Bangkok, Thailand (estimate $4000)
2) One session of the Expert Group in September 2014 (TBC) (estimate $5000)
3) Two awareness raising workshop (locations to be confirmed) (estimate $6000)

Missions and costs of travel envisaged during second year of assignment

1) One session of the INC in late 2015 (venue to be determined, estimate up to $4000)
2) Two awareness raising workshops (locations to be confirmed) (estimate $6000)

Missions and costs of travel envisaged during third year of assignment (if applicable)

**Training and Learning Elements**

(Donor governments consider this a crucial element of the request.)

**Training**

The JPO will be provided with training opportunities in relation to each of his/her main responsibilities (above):

- The JPO will be trained in basic secretariat skills required for the organization of large international conferences, including document management, registration, credentials, publications/exhibitions, side events, contact groups and media events through participation in the mercury negotiation secretariat team for two large intergovernmental meetings in 2014 and 2015.

- The JPO will be encouraged to acquire or further develop information technology skills, particularly with regard to internet content management through on-the-job learning and available training courses.

- On the job training in the drafting of meeting documents and input into technical reports will be provided during the preparation of documents for the meeting of the intergovernmental negotiating committee.

The trainee will also be encouraged to take advantage of regular courses offered by the United Nations Office at Geneva, for example in languages and media skills and information technology.

**Learning elements:**
After one year the JPO is able to: draft information materials, input to meeting documents, technical reports and briefing papers with minimal revision required, to upload internet materials and update web pages and will have a basic appreciation of secretariat functions in relation to international conferences.

After two years the JPO is able to: draft information materials, perform with minimal supervision basic secretariat functions at international conferences such as managing day to day logistics or in-session document flows, organizing side events etc.

Overall, the JPO will progressively develop familiarity with international chemicals management technical and political issues, knowledge of the UN system, contacts in and outside UN system, an understanding of a multicultural work-environment, familiarity with UN rules and regulations, improved negotiating skills, and enhanced organizational/evaluation skills.

**Qualifications and experience**

Qualifications  Advanced university degree (Master’s degree or equivalent) in a field related to international chemicals management, environmental or health sciences, international relations, law, political science, business administration, social science, or equivalent experience. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Skills: Basic computer skills. An ability to establish and maintain effective working relations within a multicultural working environment.

Working experience: Preferably 3 to 4 years at the national level, or 2 years at the international level in international policy or law, or in technical areas relating to environmental and/or chemicals related issues. Prior experience at the international level is advantageous and working in a multi-cultural environment an advantage.

Languages: Fluency in English, including strong drafting/writing skills is essential. Working knowledge of other UN languages is an asset.

**Competencies**

Communication, teamwork, client orientation

**Living conditions at duty station**

The living conditions pertaining to the duty station (Geneva) are characterized as “Normal”.
STANDARD FORMAT FOR UNEP JPO REQUEST

General Information
Post Title: Associate Programme Officer
Unit: Minamata Team, Chemicals Branch, DTIE
Location: Geneva, Switzerland
Duration: 2 year, option to extend for 3rd year.

Background information on UNEP and requesting Unit

The mandate of UNEP is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations. UNEP follows the guidance and requests of the United Nations Environment Assembly. UNEP is organized in six thematic areas, with expertise distributed between a number of divisions including early warning and assessment, policy development and law, policy implementation, regional co-operation, trade, industry, and economics and support for multilateral environment agreements. A full description of UNEP and its activities can be obtained from its website: www.unep.org.

The mission of UNEP’s Division of Technology, Industry and Economics (DTIE) is to encourage decision makers in government, local authorities and industry to develop and implement policies, strategies and practices that are cleaner and safer, make efficient use of natural resources, ensure environmentally sound management of chemicals, reduce pollution and risks for humans and the environment, enable implementation of conventions and international agreements, and incorporate environmental costs. The DTIE Chemicals Branch is the centre for UNEP’s chemicals-related activities and the goal of its programme is to make the world safer from toxic chemicals, by promoting the exchange of information on chemicals, by helping to build the capacities of countries around the world to use chemicals safely and by facilitating the development and operation of global policy instruments on problem chemicals.

The Chemicals Branch has developed and provided information to the Governing Council on toxic substances of particular concern. This has led to the developed of a number of multilateral environmental agreements, including the Rotterdam Convention on the prior informed consent procedure for certain hazardous chemicals and pesticides in international trade and the Stockholm Convention on Persistent Organic Pollutant. Most recently, Governments adopted the Minamata Convention on Mercury in October 2013. At the Conference of Plenipotentiaries which adopted this decision, the Governments request UNEP to serve as the secretariat for the Convention in interim period, a responsibility which is being taken on by the Minamata Team in the Chemicals Branch.

Why is JPO requested/needed?
UNEP is tasked serving the Minamata Convention on Mercury as secretariat, including in the interim period, and preparing analytical and summary reports necessary for its work.
In addition, the Resolutions adopted at the Conference of Plenipotentiaries highlighted the need for activities to support early implementation and ratification of the Convention, and donors have requested the secretariat in the interim period to provide this support in addition to its activities in support future meetings of the intergovernmental negotiating committee and associated expert groups.

This task represents a significant increase in the workload, even in comparison to the workload undertaken during the negotiations. It is considered that the current staffing level is not sufficient to deliver this extended programme of activities; at the same time, participation in the work of a team servicing the implementation of a new legally binding instrument provides a unique opportunity for a young professional. It is anticipated that the JPO, depending on their previous experience, would be involved in the drafting of documents and reports, would become familiar with the range of logistical activities involved in hosting both major and smaller meetings and also would have the opportunity to participate in the delivery of awareness raising activities through subregional workshops.

Supervision

Content and methodology of the supervision

The supervision extended to the JPO will include the following elements:

- Introduction of the JPO to the Minamata Team and to the Chemicals Branch and other relevant colleagues and partners;
- Discussion of the JPO’s general objectives, work programme and desired results, which will be reflected in a mutually agreed plan under the Performance Appraisal System (e-PAS);
- Mid-term and annual evaluations as part of the e-PAS process;
- Frequent interaction with the coordinator and other members of the secretariat as part of daily tasks, which are undertaken on a team basis;
- Continuous supervision through the review by the coordinator of draft written materials prepared by the JPO;
- Regular opportunities (monthly if desired) for feedback and informal discussion with the coordinator on the JPO’s accomplishments, any work problems and job satisfaction;
- Discussion, in the context of six-monthly e-PAS discussions on the JPO’s development plan and learning objectives.
In general objectives, desired results and anticipated problems will be discussed beforehand with the JPO. Regular feedback on the progress of the activities will be obtained by the supervisor through the review of work in progress. During the second year, the JPO is expected to carry out the duties under general supervision and work closely with the supervisor on issue of policy or other sensitive matters. Final results of each set of activities will be periodically reviewed for attainment of objectives and quality of work.

**Duties, responsibilities and output expectations**

**Terms of reference**
Within delegated authority, the JPO will support the Interim Secretariat for the Minamata Convention on Mercury in the fulfillment of the functions as follows:

6) To provide input to and assist in drafting and reviewing documents on mercury issues as well as the broader chemicals and waste agenda, including meeting documents;

7) Support the organization and servicing of the meetings of the intergovernmental negotiating committee to prepare for the first meeting of the Conference of Parties to the Minamata Convention on Mercury, including liaising with participants, preparing invitations and assisting in the delivery of necessary logistics.

8) Assist in the provision of general information in relation to the meetings, including by contributing to information materials, preparing presentations, briefing notes, speech and taking active part in mercury related meetings;

9) Assist in the preparation and servicing of awareness raising workshops, regional meetings, national meetings and other inter-sessional work related to the Minamata Convention on Mercury.

10) Other duties as required.

**Output expectations**

4) Meeting documents prepared and available on time for meetings of the intergovernmental negotiating committee.

5) Time responses to information requests and information materials (newsletters, information bulletins, presentations, web pages).

6) Documents and other inputs for mercury meetings prepared and of high quality.
Travel

A minimum amount of US $ 3,000 per year, subject to donor government regulations, is required for the JPOs education travel/training activities.

Missions and costs of travel envisaged during first year of assignment

4) One session of the INC in November 2014 in Bangkok, Thailand (estimate $4000)
5) One session of the Expert Group in September 2014 (TBC) (estimate $5000)
6) Two awareness raising workshop (locations to be confirmed) (estimate $6000)

Missions and costs of travel envisaged during second year of assignment

3) One session of the INC in late 2015 (venue to be determined, estimate up to $4000)
4) Two awareness raising workshop(locations to be confirmed) (estimate $6000)

Missions and costs of travel envisaged during third year of assignment (if applicable)

Training and Learning Elements

*(Donor governments consider this a crucial element of the request.)*

Training

The JPO will be provided with training opportunities in relation to each of his/her main responsibilities (above):

- The JPO will be trained in basic secretariat skills required for the organization of large international conferences, including document management, registration, credentials, publications/exhibitions, side events, contact groups and media events through participation in the mercury negotiation secretariat team for two large intergovernmental meetings in 2014 and 2015.

- The JPO will be encouraged to acquire or further develop information technology skills, particularly with regard to internet content management through on-the-job learning and available training courses.

- On the job training in the drafting of meeting documents and input into technical reports will be provided during the preparation of documents for the meeting of the intergovernmental negotiating committee.

The trainee will also be encouraged to take advantage of regular courses offered by the United Nations Office at Geneva, for example in languages and media skills and information technology.

Learning elements:
After one year the JPO is able to: draft information materials, input to meeting documents, technical reports and briefing papers with minimal revision required, to upload internet materials and update web pages and will have a basic appreciation of secretariat functions in relation to international conferences.

After two years the JPO is able to: draft information materials, perform with minimal supervision basic secretariat functions at international conferences such as managing day to day logistics or in-session document flows, organizing side events etc.

Overall, the JPO will progressively develop familiarity with international chemicals management technical and political issues, knowledge of the UN system, contacts in and outside UN system, an understanding of a multicultural work-environment, familiarity with UN rules and regulations, improved negotiating skills, and enhanced organizational/evaluation skills.

**Qualifications and experience**

Qualifications
Advanced university degree (Master’s degree or equivalent) in a field related to international chemicals management, environmental or health sciences, international relations, law, political science, business administration, social science, or equivalent experience. Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations.

Skills: Basic computer skills. An ability to establish and maintain effective working relations within a multicultural working environment

Working experience: Preferably 3 to 4 years at the national level, or 2 years at the international level in international policy or law, or in technical areas relating to environmental and/or chemicals related issues. Prior experience at the international level is advantageous and working in a multi-cultural environment an advantage.

Languages: Fluency in English, including strong drafting/writing skills is essential. Working knowledge of other UN languages is an asset

**Competencies**

Communication, teamwork, client orientation

**Living conditions at duty station**

The living conditions pertaining to the duty station (Geneva) are characterized as “Normal”.
STANDARD FORMAT FOR UNEP JPO REQUEST

General Information
Post Title: Associate programme officer
Unit: UNEP Regional Office for Europe (ROE)
Location: Brussels
Duration: 2 to 3 years

Background information on UNEP and requesting Unit
The United Nations Environment Programme (UNEP) 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. The Regional Office for Europe helps to implement UNEP’s global programmes in the region by initiating, coordinating and catalyzing regional and sub-regional cooperation and action in response to environmental problems and emergencies.

This post is located in UNEP at the Regional Office for Europe, Liaison Office in Brussels.

Why is JPO requested/needed?

The ROE/Brussels office was opened in 2001 with the objective of raising the visibility of UNEP and its activities towards the EU institutions, and to engage in policy dialogue and strategic partnership with the European Commission in particular. In the past years the scope of interactions with the EU institutions has increased a lot, covering more institutions and an increased number of topics. Given the increased scope of the partnerships’ opportunities with the EU, the office requires additional skills in order to reach out to new areas of cooperation, such as research, regional cooperation, agriculture, education, and to contribute to fruitful interactions with a larger number of entities. The objective is both to enlarge access and opportunities for a structured policy dialogue, programmatic cooperation, and as a result, to maximize chances of access to funding for the whole of UNEP.

Supervision
Content and methodology of the supervision:
At the very outset, the JPO will be introduced to the work of ROE and of the Brussels Liaison Office and its contribution to the overall mandate and objectives of UNEP as a whole. In particular, the JPO will be given a detailed briefing on the substantive programmatic and representation work of the ROE where he/she will be located. The briefing will also outline the modes of operation and interaction with other units’ staff, workplan, expected outputs and regular evaluation of performance against expected outputs. The JPO will received regular guidance and supervision with respect to interaction and consultation with the EC and its priority Directorates General, other possible EU bodies, with other UNEP Divisions, partners external to UNEP including governments and UN agencies, on compliance with UN rules and regulations, use of financial resources allocated to the work of the JPO as well as on matters of policy and other sensitive matters.

Duties, responsibilities and output expectations
Terms of reference
Within delegated authority, the Programme Officer will be responsible for the following duties and contribute to:

- Researches, analyzes and presents information gathered from diverse sources on EU policy developments and EU decision making on issues of relevance for UNEP.
- Prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- Provides substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- Undertakes outreach activities; participates in training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- Assists in monitoring and analysis of relevant EU funding opportunities and programmes for contribution to UNEP’s strategic partnership building with the EU institutions.
- Maintain regular intelligence contacts at technical level with the European Commission services, and other EU institutions
- Contribute to the identification of areas of common interest between the European Commission and UNEP, and support the creation of funding mechanisms from the EC to support joint activities
- Contributes to the preparation of missions of UNEP staff coming to Brussels to meet EU partners, and in the longer term, establishment of partnerships with EU institutions
• Contribute to visibility and outreach activities, including through partnerships with civil society and private sector
• Performs other duties for the Brussels office as required.

Output expectations

Work implies frequent interaction with the following:
Representatives and officials in EU institutions, UN agencies and programmes represented in Brussels, international organizations.
Private sector and civil society

Results Expected:

Develops network of contacts at technical level within the EC and prepares policy dialogues and meetings in areas of joint interest
Designs strategic approaches towards main partners in the EU and proposes actions to UNEP senior management
Regularly updates on resource mobilization/partnership building opportunities and provides guidance on how to access them.

Travel

Costs to be covered by requesting office for mission assignment from UNEP if applicable

Missions and costs of travel envisaged during first year of assignment
USD 5,000

Missions and costs of travel envisaged during second year of assignment
USD 5,000

Missions and costs of travel envisaged during third year of assignment (if applicable)
USD 5,000

The work of the JPO will entail limited mission travel to selected meetings and consultations, in which the JPO will be expected to provide substantive inputs in the preparatory work and follow-up. It is difficult to provide an estimate of the costs of the envisaged mission travel at this stage.

Under this general caveat, missions and travel envisaged during first year of assignment: Regional Office for Europe in Geneva in order to get acquainted to the overall activities and functioning of the regional office, plus trainings available in Geneva
Missions and costs of travel envisaged during second year of assignment: UNEP headquarters in Nairobi.

Training and Learning Elements

Training and associated cost of travel if applicable: approximately $4000/annum
Training

The JPO will be encouraged to identify and participate in training opportunities (in-house and external) that provide additional skills to enhance the JPO’s performance in the course of the duration of service with UNEP. UNEP makes available in-house training in areas such as language, computer training, e-PAS training, standard UN training courses on ethics, security in the field, communication, leadership, etc., and the JPO will be encouraged to attend such courses as necessary.

Learning elements:

The JPO will gradually acquire research and write analytical papers, briefs and reports for informed decision and reporting. Furthermore, the JPO will gradually acquire a broad understanding of UNEP policy issues and operational perspectives of global and European significance. The JPO will gain substantive insight of the EU decision making and will have established a solid network of contacts in the European Commission in particular. In addition, the JPO will have a sound familiarity with UN rules and regulations, project and programme management, improved skills in interaction with a broad range of partners in the UN system and outside the UN system, as well as working in a multi-cultural environment.

Qualifications:

Education: Advanced university degree (Master’s degree or equivalent) in political science, European affairs, administration, environmental management or a related field.

Experience: A minimum of five years of progressively responsible experience in project or programme management, administration or related area.

Language: Fluency in English (both oral and written) is required; knowledge of French is desirable. Knowledge of another UN official language is an advantage.

Competencies:

- **Professionalism:** Knowledge and understanding of the challenges of the promotion of sustainable development. Ability to identify relevant partners, and to network with a wide variety of stakeholders. Client – driven. Ability to organize work and prioritize according to the agreed strategic objectives of the unit and the organization as a whole.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors
language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Teamwork**: 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.

- **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.

- **Technological Awareness**: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.
General Information
Post Title: Junior Programme Officer
Unit: UN-REDD Programme
Location: Geneva
Duration: 2 years with possibility to extend for 1 more year

Background information on the UN-REDD PROGRAMME and UNEP
Reducing Emissions from Deforestation and Forest Degradation (REDD) is an effort to create a financial value for the carbon stored in forests, offering incentives for developing countries to reduce emissions from forested lands and invest in low-carbon paths to sustainable development. "REDD+" goes beyond deforestation and forest degradation, and includes the role of conservation, sustainable management of forests and enhancement of forest carbon stocks.

The UN-REDD Programme is the United Nations Collaborative initiative on REDD in developing countries. The Programme was launched in September 2008 to assist developing countries prepare and implement national REDD+ strategies, and builds on the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP). The Programme currently has 49 partner countries spanning Africa, Asia-Pacific and Latin America, of which 18 are receiving support to National Programme activities. In addition, the Programme provides targeted support to some of the countries.

The Programme has identified six interlinked work areas as priorities to support the national readiness process and the development and implementation of national REDD+ strategies. These work areas are: MRV and monitoring; national REDD+ governance; stakeholder engagement; multiple benefits; transparent, equitable and accountable management; and sector transformation.

The JPO will be hired under the UNEP Division of Environmental Policy Implementation which is responsible, amongst other tasks, for the implementation of environmental policies and management practices for natural resources management at global, regional and national levels. In co-operation with other Divisions of UNEP and intergovernmental and non-governmental organizations the Fresh Water & Terrestrial Ecosystems Branch catalyses and promotes action-oriented activities aiming at developing and strengthening global as well as regional and national programmes and action plans for assessing, valuing, conserving and maintaining forests, monitoring the impact and formulation of safety criteria for application of relevant and upcoming technologies and improving related professional and institutional capability.

Why is JPO requested/needed?
The JPO is requested to assist the UN-REDD Programme Secretariat meet its goal of supporting the Policy Board especially with respect to monitoring and reporting of progress. The JPO will be required to provide support in monitoring and reporting on progress of the UN-REDD Programme and in the overall coordination function of the UN-REDD Secretariat.


**Supervision**

**Content and methodology of the supervision**
General objectives, results and any problems will be discussed with the JPO. Regular feedback on the progress of activities will be obtained by the supervisor through review of work in progress. The JPO is expected to consult with the supervisor on issues of policy or other sensitive collaborative matters. Results of activities are reviewed to ensure objectives have been met and work quality is satisfactory. Performance will be measured annually using the UN Performance Appraisal System (PAS).

**Duties, responsibilities and output expectations**
Overall the incumbent will support the monitoring, evaluation and reporting on progress of the UN-REDD Programme. In consultation with the Senior Technical Adviser, he/she will undertake tasks related to Results Based Monitoring and Reporting and in support of the development of the UN-REDD Post 2015 Strategy.

Specifically, he/she will:

1. **Monitoring, Evaluation and Reporting framework:**
   - Participate in the preparation of bi-annual progress reports on the progress in implementing National Programmes and the Support to National REDD+ Action – Global Programme (SNA-GP) for submission to the Policy Board;
   - Undertake an analysis of the achievements of the National Programmes since inception to date with a view to providing information to be used in different reports and analyses of the Programme;
   - Analyze in particular common obstacles, challenges and facilitating factors as reported in the semi-annual and annual reports of the national programmes;
   - Participate in the planning, preparation and management of National/country programme evaluations;

2. **National Programmes and SNA result based monitoring and reporting:**
   - Participate in an analysis of UN-REDD National Programmes; synthesizing the areas of support in the different NPs and linking them to the six work areas of the Programme as provided in the Programme Strategy;
- Participate in development of a performance matrix and dashboard for the national programmes to be presented as the “countries at a glance”, track and update information for the country-pages of the workspace;
- Participate in the National Programme and Support to National REDD+ Actions (SNA) weekly working Group Meetings.

3. Secretariat’s overall monitoring and reporting activities
   - Track and synthesize information on relevant forestry, REDD+ issues, and other country-related publications and provide regular summaries for use by the Secretariat team.
   - Participate in the preparation, revision, monitoring and reporting of the Secretariat’s work plan;
   - Synthesise and summarize information on the UN-REDD Programme and track global trends with respect to REDD as they impact on the UN-REDD Programme.

4. Supporting the development of the Post 2015 Strategy for the UN REDD Programme
   - Participate in preparation of the post-2015 strategy, through discussions, working group meetings and exchanges on key topics;
   - Provide inputs to the drafting of notes, working papers and briefings dealing with the post-2015 strategy;
   - Collect and process relevant background information.

Output expectations

**Outputs**
- Results Based Monitoring and Evaluation processes of the Secretariat supported.
- Semi-annual and Annual Reporting processes coordinated and reports disseminated to the Policy Board.
- Inputs, materials and background information provided for the Post 2015 Programme Strategy and other reports/papers produced by the Secretariat team.
- Secretariat’s work plan development and reporting coordinated as inputs into semi-annual and annual reports
- Final report on work completed, constraints encountered and recommended actions provided.

Travel
1. Incumbent will be expected to attend Policy Board and other relevant meetings.
2. As part of the training element the JPO, during each year, may be expected to attend one or two key events or take part in internal planning meetings.
Training

1. The JPO will be given extensive on-the-job training in all aspects of the tasks required. Supervisor or relevant staff members will spend time to ensure the JPO fully understands what is required for each task and is given the relevant background information.

2. Language and information technology training will be available to the JPO. Substantive (environmental) training courses, etc. may be provided as necessary, upon discussion with the supervisor(s) on its relevance and suitability to the assigned duties, and subject to availability and the workload during that particular period.

A minimum amount of US $3,000 per year, subject to donor government regulations, is required for the JPO’s education travel/training activities.

Learning Elements
After one year the JPO is able to:

- Understand the functions of the UN-REDD Programme and the roles of the three partner organizations (FAO, UNDP and UNEP);
- Understand how the Policy Board operates and its rules of procedure;
- Understand the various stakeholders outside the UN-REDD programme such as the FCPF, FIP, other bi-lateral REDD initiatives;
- Develop a system for monitoring and reporting on the implementation of the programme;
- Draft various documents such as memos, letters, reports and presentation materials according to UN-REDD standards with close guidance from the UN-REDD team;
- Develop the relevant skills in organizing meetings relating to REDD and climate change;
- Communicate with other UN agencies, NGOs and other stakeholders on relevant REDD issues;
- Understand the administrative and programmatic arrangements for UN-REDD Programme

After two years the JPO is able to:

- Draft various documents such as memos, letters, reports, job-descriptions, project documents and presentation materials according to UN-REDD standards with minimum guidance from the supervisor(s);
- Make presentations in meetings/workshops;
- Prepare briefing notes related to UN-REDD matters;
- Make recommendations on follow-up action based on monitoring results
- Fully understand the processes and players associated with REDD+ and the UN-REDD Programme.

After three years (if applicable) the JPO is able to:
- Communicate and negotiate with stakeholders with minimum supervision;
- Make substantive inputs into strategic discussions for the UN-REDD Programme;
- Write technical reports.

Qualifications and experience

- Advanced university degree (Master’s or equivalent) in an environmental related subject (Forestry, Environmental Science, Natural Resources Management/) or relevant studies in development. 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 English is required; working knowledge of another UN language would be an asset. Good writing skills, strong computer skills, good oral communication skills required.

Working experience

1. Experience with Results Based Monitoring or Reporting and or Evaluation would be valuable
2. At least 2 years experience in the implementation of environment related programmes, projects or activities is required.
3. Experience at the international level is advantageous.
4. Experience in working with multiple partners will be an asset

Competencies

1. Flexibility to work on a number of different activities, such as report-writing, coordination of meetings/workshops, project formulation, and assisting supervisor(s) in substantive and administrative work of the UN-REDD Programme;
2. Ability to work as part of a team and to establish and maintain effective working relations within a multicultural working environment; and
3. Ability to work under pressure and with good consideration of politically sensitive subject matters.

Living conditions at duty station

Normal living conditions in a developed country.
Junior Professional Officer Job Description

Project / Programme Evaluation
Evaluation Office

1. General Information

Post: Junior Professional Officer – Programme/Project Evaluation
Unit: Evaluation Office
Location: UNEP, Nairobi, Kenya
Duration: Two years

2. Background Information

The overarching objectives of UNEP’s Evaluation Office are defined by the evaluation policy; namely to (i) enhance accountability and (ii) promote operational improvement and learning.

The Evaluation Office is charged with the responsibility for conducting, coordinating and overseeing evaluations within UNEP. The formal mandate covers all programmes and projects of the environment fund, related trust funds, earmarked contributions and projects implemented by UNEP under the Global Environmental Facility (GEF). In order to meet the requirements of UN General Assembly and United Nations Environment Assembly (UNEA), the Evaluation Office regularly conducts higher level evaluations of UNEP’s Programme of Work, Medium Term Strategy and thematic subprogrammes. In addition, many mid-term and terminal evaluations of UNEP projects within the Programme of Work are also undertaken. The Evaluation Office regularly tracks the implementation status of recommendations arising from evaluations and provides compliance reports to senior management. The Biennial Evaluation Synthesis Report prepared by the Office, and presented to the governance organs, compiles the evaluation findings and conclusions across a biennium and identifies trends and patterns in performance against standard evaluation criteria, also presenting strategic recommendations and lessons learned.

The Evaluation Office is an active member of the United Nations Evaluation Group (UNEG); UNEP’s evaluation policy, methods and process are all driven by international good practice as set out in UNEG Norms and Standards.

Evaluations carried out by the Office provide feedback to project and programme managers identifying problem areas, providing suggestions for improved operational effectiveness and presenting evaluative judgments on performance against common results-oriented criteria; relevance, effectiveness, efficiency and whether and how programme/project activities should be expanded or replicated.

The UNEP Evaluation Office was peer reviewed by external evaluation professionals against UNEG Norms and Standards in 2012 and was found to be performing very well given its limited resources. Further assessments by OIOS (2013) and the JIU (2014) also confirmed that the UNEP Evaluation Office performs to high standards. Further information on the Evaluation Office can be obtained from the website: http://www.unep.org/eou.

3. Why the JPO is needed

UNEP management recognizes the fundamental importance of results-based management. Objective and independent feedback from a credible evaluation function is key component in any organizational RBM system. Project and programme evaluations must be completed in a timely, independent and professional manner to be of optimal utility in fostering a results focus and a ‘learning’ culture. The number of higher level evaluations conducted in recent years has substantially increased. In addition, because UNEP adopted a project modality for its Programme
of Work in 2010, the number of project evaluations to be undertaken by the Evaluation Office is increasing dramatically as many of these projects are now reaching maturity. The demand for evaluation has therefore increased markedly whilst the staff complement has remained static. External demand for evaluation among donor countries is increasingly focused on accountability issues manifested in calls for ‘value for money’ and the need for UNEP to demonstrate the ‘impact’ of its work. These issues now feature prominently in evaluation approaches and methods.

This position will provide the JPO with an opportunity to work as a peer among a team of collegial professionals. The incumbent will develop expertise in evaluation and learn a wide variety of skills including design and management of evaluation processes, drafting and review of evaluation reports, critical thinking and analytical skills. The JPO will interact with staff, government officials and NGO representative at all levels within a relatively short period of time. The JPO will gain and in-depth appreciation of the role of an evaluation function within a broader organizational context. The JPO will be exposed to methods used in ‘impact’ and ‘influence’ evaluations.

4. **Supervision**

**Nature of supervision:**

The Chief of the Evaluation Office will discuss general objectives, results and any anticipated problems with the JPO. Regular feedback on the progress of activities will be obtained by the supervisor through review of set goals in terms of work in progress. The JPO is expected to consult with the supervisor on issues of policy or other sensitive matters in addition to daily more informal team interactions. Results of activities are reviewed to ensure objectives have been met and work quality is satisfactory.

The unit operates in a very participatory and collegial manner and JPOs have been intimately involved in all operational and administrative aspects of the Office. Performance will be assessed annually using the UN Performance Appraisal System (PAS) in Inspira.

5. **Duties, Responsibilities and Output Expectations**

Under the guidance and supervision of the Chief of the Evaluation Office, the JPO will work in the areas of programme/project evaluation. He/She will function as part of the core team of the Evaluation Office.

**Terms of Reference**

1. Develop terms of reference project evaluations in consultation with substantive offices. Contribute to the development of the Terms of Reference for higher level evaluations.

2. Carry out preliminary assessment of consultants’ CVs as part of the recruitment process for consultants and take necessary steps to ensure that the contracts are processed and missions are fielded on time.

3. Oversee and manage in-depth mid-term and terminal evaluations of selected projects.
4. Review and provide substantive comments and conduct formal quality assurance on draft and final evaluation reports submitted by independent consultants.

5. Coordinate comments on draft evaluation reports from relevant stakeholders and offices and submit them to the consultant for revisions of their evaluation reports.

6. Assist in preparing the UNEP Biennial Evaluation Synthesis Report under the guidance of the Senior Evaluation Officer and the Chief.

7. Communicate evaluation recommendations to the relevant project / programme managers for implementation, with suggestions for preparing an implementation plan and follow-up action for future programming. Review the implementation status of evaluation recommendations at six-monthly intervals according to Office procedures.

8. Participate in evaluations and other management studies under the guidance of Chief of the Evaluation Office and draft sections of evaluation reports as necessary.

9. Participate in and contribute to other thematic and management studies undertaken by the Evaluation Office.

10. Participated in Office meetings and other meetings as directed by the Chief.

11. Ensure regular maintenance of EOU web page.

6. Travel

First Year: Two missions, USD $10,000
Second Year: Two missions, USD $10,000

7. Training and Learning Element

The JPO will be provided with on-the-job training. She/he will learn to prepare evaluations and thematic studies. (S)he will learn the in-depth quality assurance and stakeholder engagement processes in evaluation and will develop the capacity to conduct analytical research. The JPO will attend training events, including UNEP’s RBM training and develop advanced skills in evaluation.

As one of the annual missions, the JPO will be encouraged to attend the United Nations Evaluation Group Annual General Meeting and make a presentation to UN Evaluation Professionals at the ‘Evaluation Practice Exchange Seminar’ to gain exposure to the work of evaluation functions across the entire United Nations system.

A minimum amount of US $3,000 per year, subject to donor government regulations, is required for the JPOs education travel/training activities.

- Expected learning elements after one year:

After one year the JPO will have gained knowledge of environmental project and programme evaluations. In addition, she/he will be able to draft correspondence in standard UN formats, prepare papers, and write evaluation reports. She/he will have gained valuable experience in using ‘Theory of Change’ / ‘impact pathways’ to analyse project and programme interventions and will be familiar with standard evaluation criteria. She/he will have learned to effectively participate in meetings, workshops and conferences, and will, with supervisory support, be able to make substantive written and analytical contributions to evaluation reports.

- Expected learning element after two years:

After two years the JPO will be able to prepare evaluation reports with minimum guidance and supervision. She/he will have good knowledge of the UN system and of the evaluation needs of
UNEP and other similar international organizations. The JPO will be well-versed in the ‘Theory of Change’ / ‘impact pathways’ concepts and JPO will have a solid understanding of international good practice in evaluation and will fully understand the optimal role of an evaluation function in the context of a large organization. The JPO will be able to prepare substantive written and analytical contributions to evaluation reports largely independently.

8. Qualifications and Experience

Advanced university degree (Masters or equivalent) in evaluation, environmental management, management science or environmental planning, social sciences and public administration.

Theoretical knowledge of project planning, development and evaluation at international level.

Strong analytical skills and ability to think logically and creatively.

Excellent writing and communication skills.

Fluency in English required. Working knowledge of another UN language desirable.

Proficient in data management and computer skills.

9. Living Conditions at Duty Station

Normal living conditions in a developing country.
STANDARD FORMAT FOR UNEP JPO REQUEST

General Information
Post Title: Associate Programme Officer/ Junior Professional Officer
Unit: Donor Partnerships and Contributions (DPC), Office for Operations (OfO)
Location: Nairobi
Duration: Minimum 2 years

Background information on UNEP and requesting Unit

UNEP, established in 1972, 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 acts as a catalyst, advocate, educator and facilitator to promote the wise use and sustainable development of the global environment. Our mission is "to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations."

Under the Office of Operations of UNEP (OfO), the Donor Partnerships and Contributions Section (DPC) is charged with the responsibility for directing UNEP’s efforts in encouraging our Member States and other partners to provide UNEP with the necessary means to fulfill its mission and mandate. DPC builds and maintains strong and open relations with donors and builds trust and confidence in UNEP so that UNEP is viewed as a good investment both for the donors and the global environment in general. DPC provides strategies for resource mobilization efforts at various levels within the organization as well as builds and shares knowledge with divisions, sub-programme coordinators and regional offices in support of their efforts to generate additional contributions to UNEP. DPC also manages the contributions process, including keeping track of contributions and informing UNEP management of the funding situation.

Why is JPO requested/needed?
The Member States committed, in the Rio+20 Summit in 2012, to provide secure, stable, adequate and increased financial resources (SSAIFR) to UNEP to enable it to deliver its strengthened mandate. Encouraged by and in consultation with the Member States, UNEP prepared a funding strategy which the Executive Director approved in January 2014. DPC needs to be strengthened to have adequate ability to guide the Member States and the Secretariat to jointly achieve the funding commitments and implement the strategy. The role of the JPO would be to support the organisation’s collaboration with Member States. This will entail research, analyses and comparisons on the political and financial status and interests of Member States to establish and update country-by-country funding strategies under the global strategy, including establishment of linkages between the funding priorities of the Member States and those of the Secretariat for the implementation of UNEP’s Programme of Work and Budget (PoW). The JPO will be part of the team organizing and reporting on the donor consultations which also feed into his/her work on the country strategies.
The JPO will support the in-house coordination of the UNEP Secretariat’s approach to Member States and other partners and assist in the development of regional and subprogramme level funding strategies. He/she will collect and compile timely and accurate data for sharing with the regional offices, subprogramme coordinators, senior management and other relevant offices to support effective and coherent fundraising activities. The JPO will support the development and maintenance of an electronic platform through which this information will be shared and exchanged.

Through this work the JPO will have an opportunity to work closely with UNEP’s regional offices, various HQ divisions and offices, the Executive Office as well as with the Member States and their missions. These activities will provide the JPO valuable experience in understanding the funding dynamics of an intergovernmental organization, as well as strategic planning and results-based reporting.

If the JPO agreement can be extended beyond the minimum of 2 years, the JPO will also be engaged in exploring the possibilities of UNEP’s work with the private and non-governmental sector for further expansion of UNEP’s funding base.

**Supervision**

**Content and methodology of the supervision**

The JPO will join the small but dynamic DPC team as an equal professional with his/her area of expertise. A workplan will be developed after an initial familiarization period during which the JPO will be introduced to the DPC itself and its goals and workplans, the Office of Operations at large and the UNEP community. The exposure to Member States will also begin at an early stage.

The JPO workplan will be developed in close collaboration with the JPO drawing from the overall unit workplan and clarifying the main responsibilities and expectations for delivery of results. The performance assessment will be a continued dialogue throughout the JPO tenancy. Furthermore, a mid-year and annual formal appraisal will be conducted.

The supervisor will provide the JPO regular feedback and support during all the assignments. Generally, the assignments are started by working through an example to clarify the requirements and expectations and then allowing the JPO to apply these knowledge and skills to complete the assignment.

The JPO is expected to have initiative and ability to work independently while also having a good understanding when to consult colleagues and the supervisor. The JPO will be extended all the support needed as the assignments are expected to be challenging.
In addition to on-the-job training, relevant training courses will be identified for the JPO. The UN will also require the JPO to go through a number of mandatory training courses meant for all staff.

Duties, responsibilities and output expectations

Terms of reference

1. **Country-by country funding strategies**
   Conduct research and analysis in consultation with relevant regional and other UNEP offices for the development and update of country-by-country funding strategies for a selected set of countries.

   Outputs: accurate and timely contributions for 5 new country funding strategies per year. Updates provided for at least 10 strategies in a year. Success criteria: Countries appreciate the accuracy and relevance of the strategies.

2. **Matching funding needs and funding prospects**
   Support the consultation and coordination work with the sub-programme coordinators and relevant divisions and offices to identify funding gaps and priorities for implementation of the PoW. Based on discussions and agreements summarise the data in an online format and update the information as and when necessary. Based on the country funding strategies and other available information, support identification of donor interests in various projects under UNEP’s PoW and prepare recommendations as to where the funding needs and funding prospects meet. Support the analysis on suitability of various funding sources for the identified gaps.

   Outputs: up-to-date online repository of information on funding gaps and priorities per biennium and regular updates thereof. One for each sub-programme. At least 10 sets of recommendations per year on matching funding priorities with a specific major donor or by sub-programme. Success criteria: repository is up-to-date and considered useful by the users.

3. **Planning and conduct of donor meetings and consultations**
   Monitor the calendars of the Executive Director and Deputy Executive Director to identify opportunities for organizing annual consultations and other meetings with donors to promote the implementation of the funding strategy. Support the preparation of briefs to senior management based on the agreed agenda. Review briefs for their format, clarity and relevance vis-à-vis provided annotated agenda. Contribute to the recording and summarizing of the consultations. Contribute and coordinate follow-up action on the action points identified during consultations.

   Output: Timely and concise submissions of briefs to senior management on donor consultations. Accurate and succinct reporting on donor consultations. Timely and prompt follow-up on action as a follow-up of the consultations. Success criteria: documents are timely, clear and succinct.

4. **Information exchange platform to coordinate fundraising**
   With a primary focus on supporting the regional offices, contribute to provision of timely and accurate information to the regional offices on their respective Member States and also
regularly follow-up for feedback from their side. Contribute to the development of an on-line tool for information exchange (see also reference to online information in goal 2)
Output and success criteria: online platform for in-house information exchange that is accurate and relevant and appreciated by the regional offices and other users.

5. **Regional and sub-programme funding strategies**
Under the umbrella of the UNEP global funding strategy, assist sub-programme coordinators and regional offices in the development of their strategies. While the respective programme officers and regional offices have the main responsibility for the content and data, DPC, with support of the JPO, will help with development of the structure and consistency of the strategies and support their availability through the on-line platform for information exchange.
Output: accurate and timely contributions to the development of sub-programme and regional funding strategies. Positive feedback received from offices on DPC contributions.

6. **Private Sector work**
If the JPO tenancy goes beyond 2 years, the JPO will be engaged in exploration of UNEP’s engagement with the private sector, including foundations, private individuals and private businesses, exploring public-private partnerships and drawing from experiences and modalities of other members of the UN family.

**Travel**
A minimum amount of US $ 3,000 per year, subject to donor government regulations, is required for the JPOs education travel/training activities.

Missions and costs of travel envisaged during first year of assignment
No mission is expected during the first year of the assignment. The donor consultations are mainly going to take place in Nairobi.

Missions and costs of travel envisaged during second year of assignment
Participation in the preparation, conduct and reporting on donor consultations to be held in Europe. Funded by the organization.

Missions and costs of travel envisaged during third year of assignment (if applicable)
It is expected that by the third year the JPO can identify the most relevant training opportunity for his/her further personal and career development. The JPO’s own training funds would be used for this purpose.

**Training and Learning Elements**
**Training**
The training most relevant to the duties and responsibilities of the JPO will be conducted on the job. As the successful completion of the majority of the JPO’s work requires consultations and communications with other UNEP offices, staff and Member States, the JPO will be encouraged and guided to actively build his/her network and networking skills and know the key people that she/he needs to work with. The JPO will also get early exposure to the Member States and their representatives to learn the ropes of consultations and diplomacy.

The JPO will be introduced to the organisation’s Medium Term Strategy and PoW and budget which form the basis for understanding what the organization does and what it
needs to achieve. This will facilitate the work on identification of funding gaps, priorities and where the funding could be potentially generated from.

The JPO will be encouraged to think critically and express his/her findings and conclusions on various topics clearly and succinctly, both orally and in writing.

If the JPO so wishes, he/she will have an opportunity to attend language training in any of the six official languages of the organization. The JPO can also choose topics of interest from the selection of training courses available at the UNON staff development and training section. The JPO is encouraged to explore the UN on-line repository of training courses and learning materials from which a selection of suitable and relevant materials can be made in consultations with the supervisor. An early overview of the available courses and materials will be made to enable JPO to consider the most relevant parts also taking into account his/her strengths, weaknesses and learning needs.

Learning elements:
After one year the JPO is able to:
Understand the main structure and functions of the organization, its PoW and budget, its strategic planning and results based reporting efforts and how these support resource mobilization efforts. The JPO will also have a basic knowledge of the functioning of the UNEP governing bodies and how to interact with the diplomatic missions. The JPO will be able to independently update and assess the quality of data on the information exchange platforms used for the funding work.

After two years the JPO is able to:
Make knowledge-based arguments for the funding priorities of the organization both within the organization and with Member States. He/She will be able to advise colleagues on the potential funding sources for the identified funding gaps. The JPO will be able to produce clear and concise written materials and summaries. The JPO will also have built a good network of colleagues whom to liaise with for various assignments.

After three years (if applicable) the JPO is able to:
Make presentations and arguments in public on UNEP’s funding priorities and independently critique and improve documents on funding and funding strategies. The JPO will be able to make suggestions on the donor consultations and priorities as well as independently assess the quality of contributions from other offices.

Qualifications and experience

Qualifications
Advanced university degree (Master’s degree or equivalent) in international and/or environmental policy, law, business or first degree and equivalent experience. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Skills
Strong working knowledge of MS Word and Excel. Knowledge of web-based applications an asset.
Fluency in English is essential. Knowledge of another UN language is an asset.

Work experience
At least four years at the national or two years at the international level.

Competencies
Communication
- Speaks and writes clearly and effectively
- Listens to others, correctly interprets messages from others and responds appropriately
- Asks questions to clarify, and exhibits interest in having two-way communication
- Tailors language, tone, style and format to match the audience
- Demonstrates openness in sharing information and keeping people informed

Teamwork
- 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 accomplishment and accepts joint responsibility for team shortcomings

Client orientation
- Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view
- Establishes and maintains productive partnerships with clients by gaining their trust and respect
- Identifies clients’ needs and matches them to appropriate solutions
- Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems
- Keeps clients informed of progress or setbacks in projects
- Meets timeline for delivery of products or services to client

Living conditions at duty station
Nairobi has been classified by the UN as a "B" hardship duty station, entitling UN staff to home leave every two years. Normal living conditions for a developing country in Africa.
STANDARD FORMAT FOR UNEP JPO REQUEST

General Information
Post: Junior Professional Officer – Public Awareness and Outreach
Unit: Regional Office for Asia and the Pacific
Location: Bangkok, Thailand
Duration: Two years with possible extension

Background information on UNEP and requesting Unit
The United Nations Environment Programme (UNEP) 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. UNEP acts as a catalyst, advocate, educator and facilitator to promote the wise use and sustainable development of the global environment. UNEP work encompasses assessing global, regional and national environmental conditions and trends, developing international and national environmental instruments and strengthening institutions for the wise management of the environment.

UNEP’s regional delivery is undertaken through their six regional offices. The Regional Office for Asia and the Pacific is based in Bangkok, Thailand. The Regional Office helps present and enlist support for UNEP’s global policies in the region. At the same time, the office bring regional perspectives to the development of UNEP policy and programmes at the global level. The Regional Office for Asia and the Pacific works in 41 countries in the region and engages with governments, local authorities, media, civil society, other UN entities, regional and international institutions, as well as the private sector to develop and implement cleaner and safer policies and strategies for the efficient use of the region’s natural resources and reduce degradation of the environment.

UNEP's Division of Communications and Public Information (DCPI) communicates UNEP's core messages to all stakeholders and partners, raising environmental awareness, influencing attitudes, behavior and decisions related to the local and global environment, and enhancing the profile of UNEP worldwide by:

- Creating public awareness of environmental issues in the media including editorial services, press events, media outreach and capacity building

- Implementing environmental outreach for key environment days like World Environment Day and campaigns like the Think.Eat.Save campaign

- Raising UNEP's profile (and with it concern about the global environment) by organizing specific activities and events and facilitating cooperation with and among selected sectors of society and actors involved in the implementation of the international environmental agenda;
Influencing the attitudes, behavior and decisions of those who have or can have an impact on the environment by producing and disseminating printed and audio-visual information;

Publishing information materials

Maintaining the library and documentation centre and responding to public enquiries.

The UNEP Regional Information Office for Asia and the Pacific is responsible for communication and awareness activities in the region. A large part of its goal is to raise awareness of environmental issues, encourage activities that generate actions towards better environmental practices, and raise the profile of UNEP’s work and role in the care and protection of the environment in the region. The Information Office works closely with different groups within the UNEP family based in the region, who work across diverse areas in the environment ranging from climate change, biodiversity, marine conservation to ozone layer protection. The Information Office also leads outreach to civil society, youth and media in the region which entails organizing meetings, press conferences, workshops and campaigns in, along with active and continued engagement with these stakeholders.

Why is JPO requested/needed?
The JPO is requested to assist the Information Office with its awareness and outreach activities. The UNEP Regional Information Office for Asia and the Pacific is responsible for communication and awareness activities in the region. A large part of its goal is to raise awareness of environmental issues, encourage activities that generate actions towards better environmental practices, and raise the profile of UNEP’s work and role in the care and protection of the environment in the region. The Information Office works with different groups within the UNEP family based in the regions, who work across diverse areas in the environment ranging from climate change, biodiversity, marine conservation to ozone layer protection. The Information Office also leads outreach to civil society, youth and media in the region which entails organizing meetings, press conferences, workshops and campaigns in the region, along with active and continued engagement with these stakeholders, who are very active in the region.

The JPO’s task will include working on awareness and outreach for both global and regional initiatives, assisting with the organization of events, meetings, workshops and press conferences, and also handling requests and proposals from a spectrum of stakeholder group and target audiences. More specifically, the JPO will be working on the UNEP-UNESCO Unertia campaign, the launch of the ‘Wild and Precious’ exhibition, organization of youth and major group and stakeholders’ meetings along with the above. The JPO is requested for two years with possible extension.
Supervision

Content and methodology of the supervision

The JPO will report to the Regional Information Officer in the Regional Office for Asia and the Pacific based in Bangkok as his/direct supervisor. The Information office in Asia Pacific is made up of a team of three people, the Regional Information Officer, an Information Assistant and a Secretary. The Information Office has a bimonthly workplan and organizes bimonthly planning meetings to discuss the work plan, tasks and urgent issues. The JPO is required to meet with his/her supervisor regularly, subject to the demands of work. The Regional Information office also services and assists with colleagues from out-posted offices and working in the seven subprogramme areas. Interaction with these colleagues is expected from the JPO.

The JPO will be introduced to the Unit and staff working in the region by the supervisor. The work programme will be discussed in light of the UN Performance Appraisal System (PAS). General objectives and desired results on the Terms of Reference will be discussed with the JPO within the first month. There will be regular feedback on progress of activities by the supervisor through review of work in progress as discussed and agreed through the PAS. The JPO will be expected to carry out duties under general supervision and to consult with the supervisor on issues of policy, media and sensitive matters. The final result of each set of activities will be reviewed for attainment of objectives and quality of work through the PAS.

Duties, responsibilities and output expectations

Terms of reference

Under the direct supervision of the Regional Information Officer, the JPO will perform the following duties:

1. Produce or oversee production of information communications products (e.g. press releases, feature articles, speeches, op-eds, booklets, brochures, backgrounders, audiovisual materials, radio spots, social media content, bimonthly newsletter etc.) to include proposing topics, undertaking research, determining appropriate medium and target audience, preparing production plans, writing drafts, obtaining clearances and finalizing
texts, editing copy, and coordinating design approval, printing procedures and
distribution.

2. Undertake activities to promote media coverage (e.g. press conferences, interviews,
press seminars and other special activities) of priority issues and/or major events like
World Environment Day, promotion of the global Children’s Painting Competition,
Champions of the Earth, launch of global and regional reports, Think.Eat.Save campaign,
the ‘Wild and Precious’ campaign and the UNEP-UNESCO Unertia campaign. Initiate
pro-active media outreach efforts, proposing and arranging press conferences/media
coverage, disseminating materials and consulting with press on approach/story angle and
other information requests, undertaking appropriate follow-up action and analyzing and
reporting on the impact of coverage.

3. Organizes or participates in the organization of conferences, seminars, press briefings,
interviews, etc.; prepares briefing materials for senior officials prior to their participation
in such events and participates in public briefing programmes, to include speaking on
specific topics to a variety of members of the public.

4. Monitor and analyze current events, public opinion and press, identify issues and
trends, and advise management on appropriate action/responses.

5. Initiate and sustain professional relationships with key constituencies particular youth
and Major Groups and Stakeholders

Output expectations

As a member of the Regional Office for Asia and the Pacific, the JPO will contribute to
the overall expected outputs of the Regional Information Office:

- Increased coverage of regional and global reports, activities, successful
  organization of events, report launches and press attendance at events, increased
dissemination of information to media and stakeholders

- Support provided for World Environment Day, promotion of global children’s
  painting competition and organization of regional jury committee and selection of
  regional winners, successful organization of subregional youth meetings and
  annual Major Groups and Stakeholders meeting

- UNEP global and regional campaigns widely disseminated and shared and
  initiatives and actions taken particularly for Think.Eat.Save, ‘Wild and Precious’
  and to UNEP-UNESCO Unertia campaigns.

- Information shared and disseminated and inquires responded in a timely manner
  on website and to stakeholders, inquires responded
Travel

A minimum amount of US $ 3,000 per year, subject to donor government regulations, is required for the JPOs education travel/training activities.

Missions and costs of travel envisaged during first year of assignment – travel 2 major meetings in the region on youth and civil society - US$3,500
Missions and costs of travel envisaged during second year of assignment – travel to 2 major meetings, one media and Major Group and Stakeholder meeting in the region – US$3,000
Missions and costs of travel envisaged during third year of assignment (if applicable): If funds provided, another major media meeting, youth meeting and Major Groups and Stakeholder meeting – US$4,500

Training and Learning Elements

Training
The UN office in Bangkok provides language training in all official UN languages. This service is also available to the JPO. A wide range of training is also provided including leadership and management development, teambuilding, IT training, gender and diversity, conflict resolution, communications, decision making and problem solving and more.

The supervisor and the JPO will discuss and agree on specific training needs and opportunities. On-the-job training in preparation for report launches, press releases, organization of events and meetings and mentoring will be a major element. Specialist training such as communication and facilitation skills, improving IT skills, decision making and problem solving can be taken among others offered at the UN Economic and Social Commission Organizational Development and Staffing Unit.

In consultation with the supervisor, the training component may also include specific courses provided by external specialized institutes, as appropriate for the incumbent’s work and personal development goals and with the budgetary limits allocated by the Sponsor.

Learning elements:
- Expected learning elements after one year:
  After one year the JPO will have gained knowledge to deal with diverse audiences, know what is required in organizing events and press conferences and learn how to interact and deal with the media. In addition, she/he will gain knowledge critical climate change issues in the Asia-Pacific region including issues related to avoided deforestation and biodiversity conservation. She/he will have gained valuable experience in international consultations. She/he will have learned to effectively participate and present at meetings, workshops and conferences. She/he will also gain insight into the UN and UNEP institutional working structure.

- Expected learning element after two years:
After two years the JPO will be able to work with diverse audiences, including civil society and youth and know how to work with the media. She/he will know steps and processes to organizing meetings and events and write and produce materials for the media and diverse audience. She/he will have good knowledge of the UN system and of the environmental needs and problems of the region as well as the environmental institutions and mechanisms in place.

- Expected learning elements after three years:
  
  After three years, JPO will be fairly familiar with media in the region, how to interact with them and get their support for events and press conferences. She/he will be able to take the lead in organizing meetings, events, workshops. She/he will be familiar with the type of information to share on website and social media and be able to prepare information materials.

Qualifications and experience

Qualifications:

- Advanced university degree (Master’s degree or equivalent) in communication, journalism, international relations
- 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:

- Speaks and writes clearly and effectively and is able to tailor language, tone and style to targeted audience.
- Is able to plan, execute and monitor communication campaign
- Ability to research and analyse issues and topics related to current events
- Ability to draft and compile a variety of communication products in a clear, concise way
- Fluency in English required. Working knowledge of another UN language desirable. Basic computer literacy required.

Working experience:

- At least two years of progressively responsible experience in public information, journalism, international relations
- Experience with multi-media production, including film editing or producing web content
- Experience with social media and some experience with managing social media in a professional context is desirable.

Competencies

- Professionalism: Ability to plan, research and analyse issues and topics related to current events. Ability to draft and compile a variety of written communication products
in a clear, concise style. Ability to interact with the public in order to build and maintain effective business connections.

• Communication: Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

• Teamwork: Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others.

**Living conditions at duty station**
Normal living conditions at an Asian megacity
STANDARD FORMAT FOR UNEP JPO REQUEST

General Information
Post Title: Junior Professional Officer / Coral Reef Partnership support officer, Asia-Pacific
Unit: UNEP Regional Office for Asia & the Pacific
Location: Bangkok, Thailand
Duration: 2 years, with optional extension

Background information on UNEP and requesting Unit

UNEP’s mandate is to keep the world environmental situation under review; catalyse and promote international cooperation and action; provide policy advice and early warning information based on sound science and assessments; facilitate development, implementation and evolution of norms and standards, developing coherent interlinkages among environmental conventions; and strengthen technology support and capacity in line with country needs and priorities. UNEP is directed to serve as the coordinator of environmental issues and catalyst for environmental action and awareness within the United Nations system.

The urgency in addressing the downward trajectory of the worlds’ coral reefs is reflected in Aichi Biodiversity Target 10 and Paragraph 176 of ‘The Future We Want’. Specific priorities have been identified in a range of internationally adopted documents, such as the International Coral Reef Initiative (ICRI) Call to Action and Framework for Action, and decisions by global Multilateral Environmental Agreements (MEAs), including the CBD Specific Work Plan on Coral Bleaching.

The UNEP Coral Reef Unit was established by the Executive Director in 2000 to coordinate UNEP’s work on coral reefs. As of 2011 the Coral Reef Unit operates under the Freshwater and Marine Ecosystems Branch of the Division of Environmental Policy Implementation (DEPI), hosted by the UNEP Regional Office for Asia and the Pacific in Bangkok, Thailand.

The UNEP Governing Council has provided guidance on UNEP’s work on coral reefs, through Decision 19/15 on the International Coral Reef Initiative, Decisions 20/21 and 21/5 on Coral Reefs; and the decision on Oceans adopted at the first Universal Session of the UNEP Governing Council in 2013. These decisions, inter alia, recognize the strong role of the Regional Seas programmes as mechanisms for action towards conservation and sustainable use of coral reefs, and ask UNEP to play an active and leading role in the development, implementation and coordination of activities.

Responding to the Regional Seas Strategic Directions 2013-2016, UNEP’s coral reef activities are developed and implemented through a partnership. The partnership was developed through detailed consultation with Regional Seas Conventions and Action Plans, as well as other entities including the International Coral Reef Initiative, GRID-Arendal and UNEP-WCMC during 2013. Implementation of activities under the partnership commenced January 2014.

The partnership supports actions to bring pressures on coral reefs and related ecosystems to a sustainable level, through development and application of tools for ecosystem-based coral reef management, provision of technical and policy support and capacity development. At the global level, the partnership provides a community for developing tools and methods, and supporting exchange of lessons learned. At the regional level adoption of tools and methods is facilitated through policy outreach to regional intergovernmental mechanisms as well as through capacity
building. At the national level pilot implementation will demonstrate use of tools and approaches and promote uptake.

The three thematic work areas of the partnership are:
1. Management for resilient coral reefs and related ecosystems in the face of climate change;
2. Enabling an ecosystem services approach in public and private decision-making; and

Partnership activities contribute directly to the UNEP Ecosystem Management subprogramme 2014-2017; Expected Accomplishment’ EA (b): Use of the ecosystem approach in countries to sustain ecosystem services from coastal and marine systems is increased; Output 1. Methodologies, tools and global and regional policy frameworks that apply the ecosystem approach to sustain coastal and marine ecosystem services and productivity in particular food provisioning are developed and tested.

UNEP is hosting the partnership secretariat at the Coral Reef Unit. Partnership activities in 2014-15 are funded through existing UNEP resources and commitments from partner institutions.

Why is JPO requested/needed?

A JPO is requested to support UNEP’s functions as a secretariat for the global coral partnership, and to provide particular support towards activities in the Asia-Pacific region focusing on ecosystem service approaches and private sector collaboration.

The JPO will provide critically needed support towards key partnership secretariat functions, including liaison with partners, policy analysis, communication and outreach, as well as monitoring and evaluation. The JPO will further enable enhanced focus on building private sector engagement in reef management in the Asia-Pacific region. Particular emphasis on partnership activities in the Asia-Pacific region is warranted in view of the very high economic dependence on coral reef ecosystem services, as well as the particular support required by key partners in the region (COBSEA; SACEP-SAS; SPREP) towards an ecosystem service approach and supporting private sector stewardship of coral reefs through ongoing and new initiatives.
The JPO is requested for two years, with an optional third and fourth year assuming sharing of associated costs by UNEP and the donor.

Supervision

Content and methodology of the supervision

The JPO will undergo the same induction procedures as other professional staff joining the organization, encompassing information and briefings by UNEP focusing on the substantive work and administrative procedures of the organization, as well as induction and related training offered by ESCAP, focusing on security, host country relations, staff rules and regulations, etc. In addition, the incumbent will receive a detailed introduction to UNEP’s Medium Term Strategy and Programme of Work, with particular emphasis on the Ecosystem Management Subprogramme, the work of the UNEP Coral Reef Unit, the Freshwater and Marine Ecosystems Branch and Regional Office for Asia and the Pacific. This briefing will be provided by the Head, Coral Reef Unit, with additional support from relevant UNEP ROAP staff, including the Ecosystem Management Subprogramme focal point.

The Inspira system will be utilized for performance appraisal. A detailed annual work plan including goals, activities and success criteria will be developed on joining the organization. Progress towards workplan goals are reviewed at the mid point as well as at the end of the cycle. 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

Working in the UNEP Coral Reef Unit, the JPO will support the Secretariat of the Global Coral Partnership between UNEP and Regional Seas, in relation to partnership coordination and
administration, as well as in relation to partnership activities in the Asia-Pacific region focusing on private and public sector collaboration for coral reef management.

Under the direct supervision of the Head, Coral Reef Unit, the incumbent will:

- Act as a liaison for the partnership and promoting its development into a community of practice, by supporting exchange of information, knowledge and tools between regions;
- Conduct outreach and communication activities targeting different audiences, including through preparation of materials for print, web and social media, organizing and participating in outreach and awareness raising events, and making presentations on assigned topics;
- Support development and implementation of substantive partnership activities, including monitoring activities implemented under subcontracts; reviewing reports and other outputs; and identifying and tracking follow-up actions;
- Provide technical support, analysis and advice on specific thematic activities, including:
  - enhancing the use and application of ecosystem service assessment and valuation for business planning and engagement especially in coral reef tourism;
  - supporting and expanding ongoing efforts such as Green Fins, an initiative for environmental stewardship and certification in the dive tourism industry;
  - creating an enabling policy climate for ecosystem service approaches, private sector stewardship and use of economic instruments in coral reef management;
- Contribute to the preparation of written outputs, e.g. drafting technical and policy papers on emerging issues, and providing inputs to publications and proposals;
- Support development of a monitoring and evaluation system for the partnership, and provide ongoing support to implementation of the M&E system as well as the UNEP Programme Information and Management System;
- Provide substantive and administrative support on workshops, seminars etc., including drafting agendas, identifying participants, preparation of background documents and presentations, supporting logistical arrangements, and representing UNEP in such events;
- Carry out other tasks as directed by the line manager.

The work implies frequent interaction with staff in partner organizations including Regional Seas programmes, UNEP affiliated centers; national governments and agencies; international organizations; and private sector partners. The work also entails some duty travel in the region.

**Output expectations**

- Organization of technical workshops and other events in support of partnership work programme activities, as evidenced by workshop reports;
- Technical outputs published with partners including SPREP, SACEP and COBSEA;
- Information sharing and communication on partnership activities to a broad audience through unep.org webpages as well as specific outreach materials and events;
- Tracking of partnership activities and delivery against project document, as evidenced by technical outputs and UNEP Programme Information and Management System reporting.
- In carrying out these duties the JPO will contribute to UNEP collaborative activities with the International Coral Reef Initiative (ICRI) and its East Asia Regional Strategy on Marine Protected Area Networks; the Global Coral Reef Monitoring Network (GCRMN); and the Mangroves for the Future (MFF) partnership.

**Travel**

A minimum amount of US $ 3,000 per year, subject to donor government regulations, is required for the JPOs education travel/training activities.
Missions and costs of travel envisaged during first year of assignment: USD 2000
Missions and costs of travel envisaged during second year of assignment: USD 4000
Missions and costs of travel envisaged during third year of assignment (if applicable): USD 4000

These are cost estimates including travel in relation to training as well as representational travel related to regular tasks and duties, e.g. participation in workshops organized by UNEP or partner organizations.

Training and Learning Elements

Training
The JPO will receive on the job training on the function, mandate and working procedures of UNEP as well as Regional Seas conventions and action plans, regular administrative and management procedures of UNEP, the use of legal instruments, reporting procedures, use of the UNEP intranet, the UNEP projects database and other relevant online platforms, and use of office/computer equipment as necessary. On the job training will also cover the substantive work of the Unit, including ecosystem-based management of tropical coastal areas.

The JPO will be given the opportunity to attend training programmes relevant to his/her tasks, at the duty station or through travel as necessary. This may include training courses offered by technical organizations or formal learning institutions, as well ‘training by doing’, such as attending relevant international meetings and workshops, e.g. meetings of Regional Seas conventions and action plans, organizing seminars or events and presenting the work of UNEP.

The JPO will have access to the training facilities provided at ESCAP and by UNEP ROAP, including language training as well as training on the UN system, rules and procedures, competency-based recruitment, security and safety, result based management, gender, etc.

Training and learning elements will be included in the work plan and performance appraisal of the JPO (using the Inspira system).

Learning elements:
After one year the JPO is able to: draft internal reports, draft information on activities suitable for a general/external audience, e.g. material for website and social media; contribute to proposals or technical publications including through conducting literature research; and correspond directly with partners on general substantive matters. The JPO will be familiar with the structure of the UN system, UNEP’s administrative structure and the UNEP programme of work, will be able to explain the work of the Unit to internal as well as external audiences, and will have developed a network of colleagues within the regional office (ROAP) as well as substantive division (DEPI).

After two years the JPO is able to: draft technical documents; review or contribute substantively and significantly to project proposals; draft legal instruments, terms of reference and budgets according to UNEP standards; monitor progress on activities implemented by partners under subcontracts; correspond directly with partners on substantive matters; and represent the unit in technical meetings. The JPO will be fully aware of all aspects of the Unit’s activities, including collaborative arrangements with internal and external partners. The JPO will have acquired a detailed knowledge of the UN system and in particular UNEP, will be able to explain UNEP’s structure and programme of work to an external audience including donors, and will have developed a network of colleagues extending to Regional Seas and other partners on coral reef related work as well as other substantive divisions within UNEP.
After three years (if applicable) the JPO is able to: lead development of project proposals; assume responsibility for monitoring activities implemented with partners under legal agreements; lead compilation of technical documents; represent the organization in technical meetings and provide support in intergovernmental meetings; and supervise the work of junior consultants and interns. The JPO will have a detailed knowledge of the global institutional framework for sustainable development, and will be able to pass on detailed knowledge of UNEP’s administrative structure and the UNEP programme of work to partners and external audiences. The JPO will have developed an extensive network of colleagues within and outside the organization, including among governments, donors and technical partners.

Qualifications and experience

- Qualifications: Advanced university degree (Masters degree or equivalent) in relevant subject (e.g. natural resources and environmental planning or management, environmental economics, natural resource accounting, marine biology, etc.). 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: Ability to communicate effectively, verbally as well as in writing, to a diverse audience; ability to prepare technical documents to a high standard; ability to work in a multicultural environment; knowledge of common computer software for office use. Experience with web-based platforms for communication, information sharing and networking and use of social media. Fluency in English is essential. Working knowledge of other UN languages is an asset.

Working experience: At least 2 years experience, preferably at the international level, in tropical marine policy, management or research, including implementation of relevant programmes, projects and activities is required. Prior experience at the international level is advantageous.

Competencies

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: 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.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Living conditions at duty station
Normal living conditions for an Asian megacity
STANDARD FORMAT FOR UNEP JPO REQUEST

General Information
Post Title: Junior Professional Officer Resource Efficiency
Unit: UNEP Regional Office for Asia & the Pacific
Location: Bangkok, Thailand
Duration: 2 years, with optional extension

Background information on UNEP and requesting Unit
The United Nations Environment Programme (UNEP) is the United Nations systems 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. The overall objective of the UNEP's Division of Technology, Industry and Economics (DTIE) is to encourage decision makers in government, local authorities and industry to develop and adopt policies, strategies and practices and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices and other tools that assist in environmentally sound decision making and the building of corresponding activities. The post is located in the DTIE at the Bangkok duty station. The JPO will specifically support implementation of DTIE’s activities under the Resource Efficiency and Sustainable Consumption and Production Subprogramme, including, but not limited to, the SWITCH-Asia Regional Policy Support Component.

Why is JPO requested/needed?
The Asia Pacific Region is very active on Resource Efficiency issues and UNEP has a big portfolio of activities under this SP. Recently the portfolio has been extended and in the new PoW 2014-2015 there are at least 7 outputs related to the RE SP that will need activities to be implemented in the Asia and the Pacific Region. A lot of these activities will require research work, compilation of draft documents and communication tasks. The JPO is requested so she/he can support these activities and tasks and more specifically:
- To do research on finding data on resource efficiency and resource use in selected countries in Asia and the Pacific and compile simple reports and graphs
- To support capacity building and awareness activities on Resource Efficiency, Green Economy and SCP in the region by compiling draft agendas, identifying resource persons and trainers and produce draft reports from capacity building workshops and other type of events
- Support the development or reports and research background papers

Supervision
Content and methodology of the supervision
The receiving office and supervisor will aim to provide a high quality of supervision 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 in the office. Relevant internal induction documents to enable the JPO to explore elements of interest in more detail independently.
- Establishment of an agreed workplan within the first 3 months, to be reviewed at 6 monthly intervals. The work plan will include professional development goals, as well as clear indication of performance indicators to track. The JPO and supervisor will use inspira, the UN Secretariat platform for online ePerformance to structure the timing and methodology of feedback and tracking of performance.
- Feedback on the execution of activities will be given on delivery of agreed outputs.
- The JPO will have an office in close proximity to the supervisor to enable day to day interaction.

Duties, responsibilities and output expectations
Terms of reference

Under the day to day guidance of the Programme Officer and overall direction of the Regional Coordinator on Resource Efficiency, the incumbent will carry out the following duties:

1. Assist in project management and implementation activities, including updating the team work plan and monitoring the implementation, assisting in the preparation of work plan activities, such as the drafting of concept notes, facilitating logistical arrangements,
2. Support the team’s substantive work on policy reports and briefs, research background papers, capacity building workshops and curricula development, policy dialogues and consultations, and private sector outreach. This will include conducting research and finding data on resource efficiency and resource use in selected countries in Asia and the Pacific and compile simple reports and graphs.
3. Assist in maintain links with partner organisations to facilitate resource efficiency interventions, including through mapping of stakeholders on various topics, participation in relevant networks and events in the region, review reports and suggest follow up of meetings of relevant partner institutions.
4. Assist in external and internal communication activities related to RE/SCP, including briefing notes, website content, newsletters, multimedia and social media.
5. Assist in the development of a proposal and action plan for a green office environment and practices for ROAP’s procurement and management processes.

Output expectations
1. Updated work plan, activity descriptions and monitoring reports.
2. Contributions to substantive outputs.
3. Strengthened linkages with partner and related organizations and initiatives.
4. Improved and more varied internal briefs and public information outputs.
5. A proposal and action plan for a green office environment for ROAP.

Travel

A minimum amount of US$3,000 per year, subject to donor government regulations, is required for the JPOs education travel/training activities.

Missions and costs of travel envisaged during first year of assignment
- At least two missions within Asia to support the management of workshops and outreach events related to SCP. These may relate to subregional leadership programmes on SCP conducted through ASEAN and SAARC, events related to the Asia Pacific Roundtable on SCP, and capacity building, networking and policy dialogues of SWITCH-Asia.

Missions and costs of travel envisaged during second year of assignment
- At least two missions within Asia to support the management of workshops and outreach events related to SCP. These may relate to subregional leadership programmes on SCP conducted through ASEAN and SAARC, events related to the Asia Pacific Roundtable on SCP, and capacity building, networking and policy dialogues of SWITCH-Asia.

Missions and costs of travel envisaged during third year of assignment (if applicable)
- At least two missions within Asia to support the management of workshops and outreach events related to SCP. These may relate to subregional leadership programmes on SCP conducted through ASEAN and SAARC, events related to the Asia Pacific Roundtable on SCP, and capacity building, networking and policy dialogues of SWITCH-Asia.

Training and Learning Elements

Training
The JPO will be offered the opportunity to undertake the following training courses:
Project management training: The JPO will be offered to follow relevant training programmes organized by the learning center of the UN ESCAP in Bangkok. On top of the training programme the JPO will also be provided on-job training on UN project management modalities such as drafting cooperation agreements with external partners, drafting meeting report, drafting project financial and technical reports.

- Sustainable Consumption and Production (SCP). The JPO will be offered to follow a 3-day training course on SCP that UNEP is organizing every year in cooperation with the UN University. For 2014 the training is scheduled for November 2014 in Indonesia. On top of the course the JPO will also be offered an online course on SCP that UNEP is developing with UNITAR.

- Green Economy: This is an online course offered by UNITAR.

- On job training: the JPO will be offered training in the areas of integrated natural resource management, life-cycle assessment, sustainable public procurement, eco-innovation and responsible consumption. The on job training will be based on:
  - Participation of the JPO in related training and capacity building workshops organized by UNEP in Asia
  - Short master-classes offered by the JPO’s supervisor and assessment officers
  - Training assignments resulting on research papers

Learning elements:
After one year the JPO is able to:
- Have a full knowledge of the UN system and the role of UNEP within the UN system. Understand the dynamics of UN Environmental Assembly and the way the UNEP receive its mandate from government.
- Draft project reports (financial and technical) and UEP meeting reports
- Draft UNEP “project implementation documents” like “Small Scale Funding Agreements” and “Memorandums of Understanding” with external project partners
- Fully understand the concepts of decoupling, life-cycle assessment and sustainable consumption and production and be able to identify how related tools could support sustainable development at the country level.

After two years the JPO is able to:
- Negotiate technical content of agreements with external UNEP partners (mainly NGOs, academic institutions and other civil society organization)
- Draft elements of SCP capacity building programmes and tools for policy makers.
- Differentiate and describe the varying RE/SCP policy needs and contexts of different Asian countries.
- Analyse political declarations and meeting reports to discern relationships to SCP and RE.

After three years the JPO is able to:
- Draft substantive content explaining SCP and RE and the connections with sustainable development.
- Describe principles of Green Economic development and how these relate to different country contexts in Asia and the Pacific.
• Draft technical meeting reports.
• Draft project proposals and narrative reporting for donors.

Qualifications and experience
Qualifications:
• Advanced university degree (Master’s degree or equivalent) in environment sciences, environmental economics, environmental policy and related fields. 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 English (written and spoken) is essential. Working knowledge of another UN language or an Asian language is an asset. Reporting drafting skills are required. Good knowledge of office related software is needed.

Working experience:
• At least 2 years’ experience, preferably at the international level, on sustainable development, environmental economics, natural resources management, sustainable consumption and production or related areas. Experience on implementing projects and activities in the aforementioned areas is required.

Competencies
• Professionalism: Demonstrated ability in analysing the interlinkages between economic activity and environmental impact. Knowledge of the role of government and managing natural resources. Research and analytical skills on the areas of Sustainable Consumption and Production and Green Economy.
• Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.
• Teamwork: 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.

Living conditions at duty station
Normal living conditions at an Asian megacity
UNEP JPO REQUEST

General Information
Post Title: Junior Programme Officer
Unit: Terrestrial Ecosystems Unit (TEU), CCATE Branch, DEPI
Location: UNEP, Nairobi
Duration: 2-4 Years

I. Background information on UNEP and requesting Unit

The Division of Environmental Policy Implementation is responsible, amongst other tasks, for the implementation of environmental policies and management practices for natural resources management at global, regional and national levels.

In co-operation with other Divisions of UNEP and intergovernmental and non-governmental organizations, the Terrestrial Ecosystems Unit catalyses and promotes action-oriented activities aiming at developing and strengthening global, regional and national programmes and action plans for assessing, valuing, conserving and maintaining landscapes and improving related professional and institutional capability. For additional information on UNEP’s structure and organizational structure, see: [http://www.unep.org/about/Structure/tabid/129623/Default.aspx](http://www.unep.org/about/Structure/tabid/129623/Default.aspx)

II. Why is the JPO requested/needed

The JPO is requested to assist the Terrestrial Ecosystems Unit with its work on ecosystems and landscape-level management approaches to terrestrial ecosystem.

Landscapes are the functional units that encapsulate various terrestrial biomes: i.e. agricultural and productive landscapes, rangelands, mountains, wetlands and forests, with drylands cutting across all three. There is increasing recognition that interventions cannot be carried out too narrowly and interrelations have to be recognized through adopting a broader, ecosystem or landscape based, multi-sectoral approach. The Terrestrial Ecosystems Unit (TEU) has a wide range of initiatives on these sectors. UNEP is part of the Landscapes for People Food and Nature Initiative, the UN-REDD Programme, both of which fall under TEU.

The TEU’s work on agricultural landscapes, rangelands/pastoralism, drylands and mountains is currently understaffed. The TEU would benefit from increased internal capacity to focus on building synergies and tools underpinning the global uptake of the ecosystem approach in relation to productive landscapes, food security, protection of water towers and biodiversity conservation in line with transitioning towards green economy, and implementation of ‘The Future We Want (Rio+20)’ deliberations. Additional staff and support is therefore required for UNEP to provide assistance and guidance to partner countries in their effort to develop and apply an ecosystem approach to the management of their terrestrial ecosystems, especially in relation to agriculture, drylands and mountain landscapes. A dedicated JPO specifically assigned to the Terrestrial Ecosystem Unit in DEPI, would therefore be an excellent way for a government to help enhance the work of UNEP with all partners and member states in this critical and cross-cutting issue.

This assignment will provide the JPO with wide-ranging exposure to the UN system, the NGO community, the scientific community, and relevant intergovernmental processes. The JPO will be working with developing country governments and UNEP partner institutions, covering tasks such as fundraising, technical proposal writing, and project management, among others. The
JPO will work within a small but very committed team. There will be ample opportunity to grow professionally into the position and learn a wide variety of skills in a relatively short period of time.

III. Supervision

The JPO will work closely with the Chief of Unit and the other Unit’s Programme Officers, under the overall supervision of the Coordinator, Climate Change adaptation and Terrestrial Ecosystems Branch, and the general guidance of the Director Division of Environmental Policy Implementation.

Direct supervision by:

Location of supervisor: UNEP headquarters, Nairobi, Kenya

*Content and methodology of the supervision:* General objectives, workplan, key tasks and expected results, career development, job-satisfaction issues and any anticipated problems related to the assignment will be discussed and agreed with the JPO at inception of the assignment. The same issues will then be revised regularly throughout the JPO assignment period, as part of a regular performance review and career development process, using the UN Performance Appraisal System (e-PAS). Regular feedback/updates on the progress against workplan and on specific activities will also be discussed and presented by the JPO to the TEU team and supervisor, through regular contributions to the TEU performance reporting process. The JPO is also expected to consult regularly with the supervisor and TEU colleagues on any issues of policy or other sensitive matters. Final results of each set of activities, is regularly reviewed as part of the e-PAS process, for attainment of objectives and quality of work. Lines of reporting are summarized as follows:
IV. Duties, responsibilities and expected outputs

Terms of reference
Under the day to day supervision of the Chief, Terrestrial ecosystems Unit, and overall direction of the Director of Division of Environmental Policy Implementation the JPO will perform the following duties:

1. **Assist in the development and implementation of ecosystem management, productive landscapes, drylands and mountain ecosystems related activities of the TEU team:**

   - Assisting in the formulation of policies, priorities and long-medium-short-term strategies, and project concepts, for sustainable use and integrated ecosystem management of landscapes in close consultation with appropriate UNEP divisions, UN organizations, international, regional and national organizations and international experts.
   - Liaising with agencies of the UN system, supporting organizations, governments and NGOs to carry out actions required for promotion of public awareness on ecosystem approaches.
   - Collaborating with other programme units, and UN agencies on joint projects/actions on issues related to ecosystem management, productive landscapes, mountain and drylands ecosystems and contribute to the preparation of UNEP briefing notes, project concept notes, funding proposals, etc.
   - Gathering and contributing technical information on ecosystem management, productive landscapes, drylands and mountain ecosystems as required by the TEU team.

2. **Review issues/agenda for upcoming meetings and/or related international processes on ecosystem management, productive landscapes and mountain ecosystems:**

   - Researching and noting politically and internationally sensitive issues for UNEP strategic interventions, and prepare briefing notes such interventions for the Director and/or the Chief, Terrestrial Ecosystems Unit.
   - Providing substantive backstopping to the preparation for and organization of meetings, conferences, etc. on the above topics, including identifying and liaising with participants, preparation of documents and presentations, reporting on results, and communication and outreach activities.
   - Prepare briefing notes on the status of implementation of the TEU’s programme in the above fields, and prepare fact sheets on TEU activities in the above topics for a variety of uses.
   - Liaise with staff from other divisions within UNEP, including those working in the fields of assessment (DEWA), law (DELC) and public information (DCPI).
   - Assist in the technical organization of meetings, workshops, media launches and any other such events that may arise.

3. **Undertake other duties as may be called upon from time to time by the Chief of the Unit or Branch.**
Expected Outputs

(i) Substantive contributions to UNEP’s terrestrial ecosystems programme including the biome specific programmes on ecosystem management, agricultural/rangeland productive landscapes, drylands and mountain ecosystems.

(ii) Project proposals drafted, which successfully attract additional funding for project implementation by UNEP/DEPI and partners.

(iii) Briefing notes and drafting of speeches for events on landscapes to ensure that TEU team, UNEP's Executive Director and other key personnel are well informed and prepared.

(iv) Meetings convened which promote the mission and work of UNEP and DEPI in ecosystem management, productive landscapes, drylands and mountain ecosystems.

(v) Project concepts and associated legal instruments that support project implementation with a variety of UNEP partners, are developed and completed in a timely manner, allowing the timely implementation of activities in the field.

V. Travel & Training Costs

A minimum amount of US $ 3,000 per year, subject to donor government regulations, is required for the JPOs education travel/training activities.

The JPO may be required to undertake official missions on behalf of UNEP during the course of his/her JPO assignment.

VI. Training and Learning Elements

*Training:* The JPO will be given extensive on-the-job training in all aspects of the tasks required. Supervisor or relevant staff members will spend time to ensure the JPO fully understands what is required for each task and is given the relevant background information. All the training available to UNEP professional staff, (language, information technology, security training, etc.) will be available to the JPO. Substantive (environmental) training courses, etc. may be provided as necessary, upon discussion with the supervisor on its relevance and suitability to the assigned duties, and subject to availability and the workload during that particular period. The JPO will also be entitled to choose, in agreement with the supervisor, the training programmes s/he wishes to attend using the training budget potentially provided by the JPO agreement.

*Learning elements:* The main objectives of the learning programme will be reviewed and refined at inception of assignment. Indicative learning objectives would include i.e.:

*After one year the JPO is able to:*

(i) Understand the functions of UNEP and its technical divisions as well as those of the UN system in general;

(ii) Understand the UNEP ecosystems management programme, be familiar with the various stakeholders within and outside the UN system, and understand their respective roles in the programme;

(iii) Draft various documents such as memos, letters, reports and presentation materials according to UN standards with close guidance from the supervisor;
Develop the relevant skills in organizing meetings relating to biodiversity and landscapes;

Communicate with other UN agencies, NGOs and other stakeholders on relevant issues;

After two years the JPO is able to:

(i) Draft various documents such as memos, letters, reports, job-descriptions, project documents and presentation materials according to UN standards with minimum guidance from the supervisor(s);

(ii) Make presentations in meetings/workshops;

(iii) Prepare briefing notes in related subject matters;

(iv) Develop project proposals and concepts for funding purposes;

(v) Substantially contribute to the achievement of the main goals of the TEU and UNEP technical division in the field of ecosystem management, productive landscapes and mountain ecosystems

(vi) Fully understand the roles, processes and players associated with the UN and UNEP mandate and programmes.

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

(i) Communicate and negotiate with stakeholders with minimum supervision;

(ii) Make substantive inputs to and formulate project proposals, budget and other administrative reports and documents.

VII. Qualifications and experience

Qualifications

Advanced university degree (Master’s degree or equivalent) in ecological sciences, agriculture, natural resources management, as well as development and/or or social sciences, or other relevant field such as i.e. economics or socials sciences, providing there is a strong emphasis on natural resources management and conservation. A first-level university degree in combination with qualifying professional experience may be accepted in lieu of the advanced university degree. Specific studies and demonstrated hands-on professional experience in environmental field is a distinct advantage. Second-level academic degree in the above relevant technical fields is also an advantage.

At least 2 years of professional experience in the implementation of environment related programmes, projects or activities is required. Working experience at the international level is advantageous.

Skills

Fluency in written and oral English language is required; working knowledge of other UN languages a strong additional asset. Good
writing skills, strong computer skills, good oral communication skills required.

VIII. Competencies

1. Flexibility to work on a number of different activities, such as report-writing, co-ordination of meetings/workshops, project formulation and supervision, and assisting supervisor(s) in substantive and administrative work of the Unit as necessary;

2. Ability to work as part of a multi-disciplinary team and to establish and maintain effective working relations within a multicultural working environment; and

3. Ability to work under pressure and with good understanding and consideration of politically sensitive subject matters.

IX. Information on living conditions at duty station

The post is based at the UNEP Headquarters in Nairobi, Kenya. Updated information on living conditions at the duty station will be provided to the selected candidate. General information on working and living conditions at the duty station and UN offices in Nairobi can be found at: www.unon.org