

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title	Junior Professional Officer (JPO)
Office/division/MEA	The Secretariat to the Open-Ended Working group to establish a Science-Policy panel for chemicals, waste and prevention of pollution (UNEA resolution 5/8)
Unit	Chemicals and Health Branch, Economy Division
Location	Nairobi, Kenya
Duration	2 years with possibility of extension for another 1 or 2 years.

Background information on UN Environment and the requesting Unit

UNEA Resolution 5/8 was passed at UNEA 5.2 in February 2022. The resolution calls upon the UNEP Executive Director to constitute an ad-hoc Open-Ended Working Group (OEWG) in 2022 in order to develop proposals for the establishment of a Science-Policy panel (SPP) on chemicals, waste and the prevention of pollution. The resolution calls upon the UNEP Executive Director to work in close collaboration with WHO in a multi-stakeholder approach during the OEWG process. The resolution goes on to specify that the ambition is for the OEWG process to result in proposals for the establishment of the new panel to be concluded by the end of 2024. The resolution specifies that the work of the OEWG is extra-budgetary to the current UNEP Programme of Work 2022-2023.

In response to the resolution the UNEP Executive Director has taken immediate action to establish a Secretariat to the OEWG. Notification to member states on the establishment of the Secretariat was made in April 2022. The notification letter from the UNEP Executive director also called upon member states to nominate national focal points for the OEWG in addition to establishing a bureau of member states based on regional and gender balance. The notification also invited member states to make contribution to the cost of the OEWG and associated Secretariat if at all possible. The UNEP Executive Director (ED) has also established an Advisory Group to the ED with the aim to facilitate as broad as possible consultation with all interested affected groups to include relevant MEAs, concerned Intergovernmental Organisations, academia, industry / private sector, and civil society.

The UNEP Secretariat to the OEWG will be responsible for:

- The organization of stakeholder engagement in the lead up to each of the OEWG meetings.
- Coordination of inputs from member states and major groups to the intercessional process,
- With the Bureau and Chair of the OEWG, contribute to the development of options papers on key aspects of the operation of the new panel, to include, but not be limited to options for the scope of the panel, options for the functions of the new panel, options for the operating procedures and governance of the new

panel, options for the provision of technical support to the new panel, options for budgeting and resource mobilization of the new panel, and options for secretariat support to the new panel.

It is foreseen that the Junior Professional Officer will support the Secretariat in the organization of the OEWG meetings in 2023 and 2024, provide inputs to the development of options papers linked to the defining the scope, functions and operations of the new panel, and support the UNEP Head of the Secretariat in the intercessional stakeholder consultation process.

Why is the Junior Professional Officer requested/needed?

Following the adoption of UNEA Resolution 5/8 the UNEP ED took immediate action to appoint the Head of the Secretariat to the OEWG. As stated in the letter from the ED to member states dated April 19, 2022, the work of the OEWG and the UNEP Secretariat support is extrabudgetary in nature. In order for the Secretariat to perform their function to the expected standard during the OEWG process, a compliment of full-time personnel will be required to support the UNEP appointed head. The Secretariat team will require a mix of experienced and highly technically qualified personnel with less experienced personnel who have skills in drafting of technical and policy papers for consideration by member states as part of the OEWG process.

Specifically, a JPO is needed to support the SPP secretariat to:

- 1) Support the convening of the OEWG meetings, intersessional regional consultations, and wider global stakeholder consultation meetings.
- 2) Support the organization of Bureau meetings and briefings to the UNEP Committee of Permanent Representatives (CPR) in Nairobi.
- 3) Support the drafting of substantive reports and recommendations for the above-mentioned meetings.
- 4) Provide inputs into the substantive options papers to be developed during the intercessional periods for consideration by member states at each of the OEWG meetings.
- 5) Actively contribute to the communications and outreach efforts of the SPP, including support to the maintenance of the SPP webpage.
- 6) Support the reporting to donors to the SPP in line with UNEP standard reporting procedures.
- 7) Support wider activities linked to stakeholder engagement and promote and maintain the network of SPP focal points and other stakeholders through development of updates to member states.

In addition, it is expected that the OEWG decisions may expand the work of the Secretariat to the SPP in the following areas:

- Options for capacity building.

- Options for knowledge management and sharing.
- Linkages to existing MEAs and international instruments / bodies including SAICM, IRP, WHO / IOMC and Montreal Protocol.
- Resource mobilization and funding of the new panel once established.

This would imply a significant increase of workload for the SPP Secretariat. This assignment will provide a unique opportunity for a JPO to be part of the development of a panel which addresses the third of the global planetary crises.

Supervision

The JPO will be supervised by the SPP Programme Management Officer. The Second Reporting Officer will be the Head of the UNEP Secretariat to the OEWG to the SPP.

Content and methodology of the supervision

Supervision will be provided during the first year through weekly meetings with the JPO. Meetings may be less frequent after the second year of assignment as the JPO becomes more autonomous in her/his work. Daily contacts will in any case always be the rule, based on clearly defined tasks and objectives defined in the yearly work plan, with interim tasks and deliverables defined more regularly, as needed. Every 6 months (every 3 months during the first year), a thorough discussion will take place with the supervisor in order to take into account any deviation to the work programme, and review problems, discuss job-satisfaction, as well as learning objectives.

The organization of the work will ensure that:

- 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 JPO will be 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 will be reviewed for attainment of objectives and quality of work.

First appraising officer: *to be confirmed*

Title first appraising officer: Programme Management Officer, SPP Secretariat

Unit first appraising officer: SPP Secretariat, Chemicals and Health Branch, Economy Division

Location first appraising officer: Geneva, Switzerland / Nairobi, Kenya

Second appraising officer: Kevin Helps

Title second appraising officer: Principal Officer

Unit second appraising officer: SPP Secretariat, Chemicals and Health Branch, Economy Division

Location second appraising officer: Nairobi, Kenya

Duties, responsibilities and output expectations

Terms of reference

The Junior Professional Officer is expected to contribute to the overall activities of the SPP Secretariat and in particular:

- Provide substantive and organizational support to the organization of SPP meetings including OEWG sessions, bureau meetings, UNEP CPR meetings, intersessional regional meetings, virtual meetings with member states and major groups, and ad-hoc meetings with key stakeholders from academia, industry and civil society.
- Assist in the preparation of written inputs, including background papers and meeting documents for the above-mentioned meetings.
- Develop and implement legal instruments such as Letters of Agreements, Small Scale Funding Agreements, and Memoranda of Understanding with project partners and contractors.
- Contribute to communication and advocacy activities of the SPP Secretariat, particularly linked to planned webinars on key topics, stakeholder questionnaires and surveys, webpage news stories, events and general support.
- Support the SPP Secretariat in the new areas of work following the adoption of the new issues of interest to the OEWG;
- Performs other duties as required.

Output expectations

- Development of background documents and meeting documents.
- Coordination of stakeholder activities related to the SPP scope, functions and rules of procedure.
- Development of material contributing to mapping the landscape in which the new Panel will operate with special consideration to the linkages with existing science policy panels / platforms, chemicals / waste pollution related MEAS plus SAICM.
- Development of presentations for conferences/meetings.

Travel

Missions and costs of travel envisaged during first year of assignment

Missions and costs of travel envisaged during second year of assignment

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

The JPO will be expected to join key meetings with SPP stakeholders, such as the Open-ended Working Group meetings and Regional Consultations as needed.

Training and Learning Elements

Through experiences with the SPP Secretariat, the learning objective is to gain insight and understanding of:

- Multi-stakeholder and inter-governmental processes.
- The scope, functions and setting of international Science-Policy bodies globally.
- Stakeholder engagement processes and consultation.

The JPO opportunity will allow engagement with a variety of stakeholders and will support development of technical skills on various substantive areas.

Training

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

- On the job training will be provided in SPP implementation related tasks by the Secretariat staff, including through initial explanation of duties and procedures and feedback on and discussion of submitted work.
- In addition, the JPO will be trained in basic secretariat skills required for the organization of large international conferences, including document management, registration, side events, contact groups and media events through participation in the SPP Secretariat team for inter-sessional meetings.
- On-the-job training on the design and implementation of legal instruments such as Letters of Agreements, Small Scale Funding Agreements, and Memoranda of Understanding.
- Training in the preparation of reports on project implementation will be provided through a UN Environment standard training on project cycles and management.

The JPO will also be encouraged to take advantage of regular courses offered by the United Nations Office at **Geneva / Nairobi**, for example in language, report writing and negotiation skills.

Learning elements

After one year, the JPO will be able to draft information materials, responses to inquiries, briefing papers and project reports 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.

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. He/she will also have further improved his/her skills in building partnerships with various stakeholders, including the private sector and with NGOs, among others.

Qualifications and experience

Qualifications

Master's degree in a field related to natural sciences (chemistry preferred), environmental science, health or waste management.

Skills

- Interest in learning new issues on complex substantive matters linked to chemicals, waste and pollution.
- Basic computer skills, including use of project management software and Microsoft 365 common applications.
- Self-starter and finisher.
- Ability to establish and maintain effective working relations within a multi-cultural working environment.

Working experience

Minimum 2 years of experience working on chemicals / waste management and implementation of environmental related programmes / projects and activities. Prior experience at the international level and familiarity with international processes for intergovernmental negotiations is an advantage.

Languages

Fluency in English (oral and written) is essential. Working knowledge of other UN languages is an asset.

Competencies

Professionalism, planning and organizing, teamwork and communication.

Living conditions at duty station

Normal living conditions in **Europe / Kenya**.