

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Associate Programme Officer

Office/division/MEA: Wildlife Unit/Ecosystems Division/UNEP

Unit: Wildlife Unit

Location: UNEP Headquarters in Nairobi

Duration: 3 years, with the possibility of a fourth year funded by UNEP.

Background information on UN Environment and the requesting Unit

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system and serves as an authoritative advocate for the global environment. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action. UNEP's Ecosystems Division engages with governments and other partners to develop and promote ecosystem-based solutions for sustainable development. This assignment is in the Wildlife Unit of the Biodiversity and Land Branch, Ecosystems Division.

The Wildlife Unit assists countries in conserving and sustainably managing landscapes of high biodiversity value and promotes environmentally, economically and socially integrated land-use options for wildlife and people to thrive together. The unit leverages the convening power and thought leadership of the United Nations and catalyzes action at all levels with key relevant stakeholders for the benefit of wildlife and people. Activities and strategies are designed to address the multiple threats to wildlife and their habitats and the livelihoods of people who live with wildlife.

The secretariat of the Great Apes Survival Partnership (GRASP) is integrated in the Wildlife Unit. GRASP's mission is to work as a coherent alliance to conserve wild populations of great apes in their natural habitats in Africa and Asia, and to ensure that where apes and people interact, their interactions are both positive and sustainable.

The Junior Professional Officer (JPO) will be an integral part of the wildlife unit and will provide programmatic support in projects that address issues such as biodiversity and ecosystem services, sustainable landscapes. The JPO will also supporting emerging initiatives on the integration of human, animal and environmental health, including zoonotic diseases. This includes the the preparation of evidence-based reports and proposals promoting sustainable policies that balance biodiversity conservation and economic development.

Why is the Junior Professional Officer requested/needed?

The wildlife unit had two JPOs whose terms have ended. The Unit is tasked with developing flagship initiatives to address the 2022-2025 Medium-Term Strategy, including a UNEP-wide portfolio on One Health and responses to the COVID 19 crisis. in addition to the continued implementation of existing projects, such as the GEF 7 Congo Basin Impact

Programme, the International Climate Initiative (IKI) Congo Peatlands Project, the Landscapes, Wildlife and People Framework Project, the EU-funded Africa's Coexistence Landscapes Project, and Convention on Biological Diversity enabling activities supporting 97 countries. The additional capacity provided by a JPO will be instrumental in the successful delivery of these commitments and ambitions.

The JPO would be required for at least two years, ideally three, in which case the Wildlife Unit would seek to mobilize resources to secure a fourth year.

The unit offers excellent opportunities for learning, and skills development and exposure in a dynamic team that focuses on delivering results and finding feasible solutions to some of the most complex challenges facing wildlife, habitats and the livelihoods of the people who live alongside them. The JPO will be exposed to science-based and multidisciplinary approaches to policy development and programme implementation in a multi-national and multi-cultural environment.

Supervision

The JPO will be directly supervised by a qualified programme officer in the Wildlife Unit, with the possibility of an additional reporting line to another well-qualified programme officer. The Chief of the unit will serve as the second reporting officer.

Content and methodology of the supervision

The JPO will be fully briefed on the portfolio of the Wildlife Unit and given guided access to important programmes and substantive documents to read. Annual work plans will be developed in accordance with the Unit's programmatic needs as well as the JPO's strengths and interests. The unit as a whole meets on a weekly basis to review ongoing work and address any challenges encountered. In addition to regular appraisal meetings as required by the UN appraisal system, day to day supervision will be provided through regular meetings and interactions, review of deliverables and constructive feedback. While the JPO will be expected to take responsibility on delivering on commitments, the supervisory team has an open door policy for any support needed, be it of a technical, substantive or personal nature.

Duties, responsibilities and output expectations

Terms of reference

- Participate in the development, implementation and evaluation of the Wildlife Unit's programmes and projects; monitor and analyze specific aspects of programme/project development and implementation; review relevant documents and reports; identify problems and issues to be addressed and recommend corrective actions; liaise with partners and stakeholders; identify and track follow-up actions.
- Assist in the coordination of activities related to fund raising (programme/project document preparation and funding proposals).
- Carry out basic research on assigned aspects of programmes and other activities, including the collection, analysis and presentation of data and information gathered from scientific literature and other sources.

- Contribute to the preparation of various written outputs, e.g. draft background papers, briefing notes, analytical notes, sections of reports and studies, publications, etc.
- Provide administrative and substantive support to meetings, workshops, and other interactive sessions, etc., to include proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, meeting reports, handling logistics, etc.
- Participate in outreach and awareness activities; participates in the development of training workshops, seminars, etc.; participate in and make presentations on assigned topics/activities.

Output expectations

- Deliver well-researched and sound analysis and thorough, well reasoned written outputs on of conservation, legal, health and economic issues related to the conservation of wildlife
- Effectively, and in a timely manner, liaise and interact with colleagues and concerned parties internally and externally
- Contribute to the successful delivery of existing projects and development and inception of new projects and programmes. Deliver high-quality outreach and communication materials that reconcile issues of conservation and sustainable development
- Improve communication, coordination and collaboration with other UNEP Units and with partners outside the organisation
- Enhance information sharing and knowledge management through communications products, and dissemination of lessons learned from projects

Travel

The Wildlife Unit's projects often require international travel to project sites and meetings. The JPO will be expected to participate in several such missions, and funding for the JPOs travel is already secured under existing projects. However, the current coronavirus pandemic makes it difficult to predict when international travel mission may become safe and feasible again.

Training and Learning Elements

Training

The successful candidate will be exposed to the international environmental governance policy-making arena and will gain experience in the design and implementation of complex, multi-stakholder programmes in a range of regions and countries.

In addition to induction training and a variety of mandatory and optional professional training modules provided by the United Nations – both online and in person – ample opportunities for on-the-job training, mentoring and learning by doing will be provided, including on project and programme management. Opportunities to participate in external meetings, workshops and webinars will also be provided. In addition, the JPO will be

supported in identifying and undertaking more formal training courses to expand on relevant technical and management skills. The unit has partnerships with a number of international universities and international organizations that offer both formal and informal training opportunities. These include the Universities of Bergen, Colorado State, Lisbon, Queensland and Wageningen, as well the IUCN World Commission on Protected Areas and African Elephant and Primate Specialist Groups.

Language training in UN languages and Swahili is available at the UN complex.

Learning elements:

After one year the Junior Professional Officer is able to:

- work effectively with colleagues and partners in diverse, multi-cultural teams;
- interact appropriately with officers and technical staff in relevant UN Secretariat units, UN funds, programs and other UN specialized agencies, representatives and officials in national governments, international organizations and consultants.
- deliver well-written and well-researched technical documents and policy briefs based on the best available evidence;
- understand the international environmental governance and policy-making arena;
- operate management and monitoring information systems;

After two years the Junior Professional Officer is able to:

- plan and organize international meetings and workshops;
- develop project proposals and results-based budgets according to UN standards
- understand funding mechanisms and relationship management with donors;
- understand the project management cycle, design and plan projects using a results-based management approach;
- understand and apply financial accountability, integrity and other UN rules and regulations

After three years (if applicable) the Junior Professional Officer is able to:

- integrate scientific evidence into sound policy proposals;
- implement and monitor complex projects, coordinate activities with multiple stakeholders
- make technical and policy-related presentations to large audiences
- facilitate working group meetings;
- deliver high quality outreach and awareness materials

Qualifications and experience

Qualifications

Advanced university degree (Master's degree or equivalent) in wildlife management, environmental science, natural resource management or a related discipline. A first-level university degree in combination with four additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Skills

Computer literacy in the use of standard office software is required. Skills in data management and analysis are desirable.

Working experience

At least 4 years of experience at the national level, or 2 years at the international level in sustainable development and implementation of environmental related programmes, projects and activities is required.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required. A working knowledge of French, Spanish or other UN languages is an advantage.

Competencies

Core Values

- Integrity
- Professionalism
- Respect for diversity

Core competencies

- **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.
- **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.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Living conditions at duty station

The normal living conditions of a developing country in Africa can be expected in Nairobi.