

United Nations Environment Programme
Division of Environmental Law and Conventions

Junior Professional Officer

General Information

Post Title: Junior Professional Officer (JPO)
Unit: Environmental Governance Sub-programme Coordination Unit,
Division of Environmental Law and Conventions (DELIC)
Location: Nairobi
Duration: 1 year with a possibility for extension to three years
VA Code: DELIC-01

Background information on UNEP and requesting Unit

The United Nations Environment Programme is the environmental arm of the UN System, with headquarters in Nairobi, Kenya. Its main mandate is to carry out the functions related to the environmental dimension of Sustainable Development at a global level. With multiple regional and liaison offices around the globe, UNEP is a major player in international fora and has steered many international negotiations. The organization has also played a pivotal role in the establishment of several Multilateral Environmental Agreements, which UNEP is administering. UNEP also has a clear and substantial role to play in the delivery of the 2030 Agenda for Sustainable Development, with the United Nations Environment Assembly (UNEA) playing a key role in directing such efforts.

The work of UNEP is organized across thematic priorities, or subprogrammes, that cut across the work of functional divisions, and one of these thematic priorities is “Environmental Governance”. The Environmental Governance subprogramme cuts across all UNEP Divisions and Regional Offices, under the leadership of the Division of Environmental Law and Conventions. The Division, besides implementing large parts of the subprogramme, provides overall guidance and coordination, through the Lead Division Director (the Director of the Division of Environmental Law and Conventions) and the subprogramme coordinator, who is hosted within the Division. The subprogramme focuses on (i) promoting better policy coherence and synergies at the international level, (ii) strengthening laws and institutions at all levels, and (iii) promoting the full integration of the environmental dimension in development and sectoral contexts. One of the threads cutting across these areas is the promotion of the development and implementation of environmental law.

The JPO will be joining the Environmental Governance Sub-programme Coordination Unit, whose role includes: promoting and coordinating the strategic planning of UNEP’s

programme of work in the field of environmental governance; promoting a results based culture in project development and implementation; promoting coherent implementation across the entire organization that responds to the results framework agreed for the subprogramme; facilitating partnership development and fundraising efforts that are specific to the area of environmental governance and the allocation of relevant available resources; reporting through internal tools and through publicly available products on the achievements and challenges faced in the area of environmental governance.

The JPO will support the coordination functions highlighted above and will also contribute to the implementation of the subprogramme, with a strong focus on environmental law, in close collaboration with the Environmental Law Branch. The Branch, through two units focusing on respectively national and international environmental law, focuses on the progressive development of environmental law, promoting its implementation and the application of the environmental rule of law, and addresses various thematic areas, including those set out in the major Multilateral Environmental Agreements, the SDGs and UNEA resolutions.

Why is JPO requested/needed?

A JPO is needed to support both the subprogramme coordinator and the Lead Division Director in promoting the achievement of results under the subprogramme, effectively performing in their coordination and leadership functions, by providing background support in areas related to strategic programming and project development, monitoring and reporting, and public communication implementation and partnership development on issues related to the promotion of effective environmental governance and law at global, regional and national levels as a result of UNEP's efforts.

This JPO position will be for a period of one year with a possibility of extension to three years.

Duties, responsibilities and output expectations

Terms of reference

The Junior Professional Officer will be responsible, under the direct supervision of the Subprogramme Coordinator, Environmental Governance, and the overall guidance of the Lead Division Director, for the following duties:

1. Contribute to the preparation of project concepts and proposals on Environmental Governance, in line with internal policies and procedures, quality standards and thematic priorities, for internal approval, partnership development and fundraising purposes; collect and analyze on a regular basis select categories of data available internally and through other sources that refer to advances in the area of environmental governance (with a strong focus on environmental law, including on Multilateral Environmental Agreements) to support reporting on high level results;

2. Undertake research on current and emerging trends in environmental law and governance, and prepare analytical summaries that can support strategic planning and implementation, with focus on issues highlighted in UNEA resolutions, the SDGs and MEAs, for instance illegal trade in wildlife, climate, pollution, environmental crime, environmental rights, environmental rule of law, trade and environment;
3. Contribute to the development of guidance materials to support the effective development of national environmental law in the areas highlighted above and contribute to technical assistance to promote the application of these guidance materials;
4. Draft and edit texts that outline the work of UNEP on environmental governance and advocate for the importance of environmental governance to internal and external audiences, including UNEP staff and senior management, UNEP governing bodies, individual governments, specific partners, and the general public; these materials would be made available through the intranet, internet, publications, including annual and other regular reports as well as progress performance reports;
5. Provide substantive support to consultative and other meetings, conferences, etc.—particularly those relevant to environmental law and governance including sessions of the United Nations Environment Assembly and subsidiary bodies, as well as major meetings on environmental law and governance organized by the Division in implementation of the Environmental Governance Subprogramme; and
6. Undertake other functions in support of the work of the Unit and the Division, such as participation in and organisation of Division -wide activities, and perform other related duties as may be assigned towards the effective coordination and implementation of the Environmental Governance subprogramme.

Output expectations

- Comments and recommendations on project proposals and draft project concepts and proposals for internal approval and donor consideration;
- Sets of data and analytical reports on selected environmental governance and law issues identified by/with the supervisor, particularly on emerging issues and environmental law gaps in areas identified by UNEA resolutions and related to MEAs and SDGs implementation, as further prioritized with the supervisor and in close collaboration with the Environmental Law Branch and its two Units;
- Inputs into guidance material on translating international environmental and sustainable development goals into national legislation and backstopping the technical assistance services provided by the Division on environmental law development and implementation;
- Reports summarizing emerging and current environmental law and governance trends globally ;
- Internal briefings, background documents and outreach materials on environmental governance issues, including UNEP performance;
- Reports, background documents, policy papers, and inputs into official documents for UNEA and subsidiary bodies and for environmental law and governance meetings organized by the Division or where the Division participates; and
- Participation in relevant meetings, as necessary to perform the required functions.

Travel

The Junior Professional Officer might be required to travel on missions to attend meetings or to collect data and meet portfolio managers.

Training and Learning Elements

Training:

Most of the training acquired will be on the job, with the possibility of attending training financed from UNEP on results based management and in the context of mandatory trainings for UN Staff. Active participation in intergovernmental and expert meetings on environmental law and governance related matters will provide an opportunity to deepen knowledge of environmental law and governance issues.

Learning elements:

After one year the JPO will deepen his/her experience in programme management as well as on global trends in environmental law and governance.

If extended, after two years he/she will acquire exposure to intergovernmental negotiations as well as specific environmental governance and law issues. The JPO will also develop experience in diplomacy and interactions with counterparts in a multi-cultural environment.

Qualifications and experience:

The candidate is expected to have a Master's degree in law, international law or related field, preferably with specialization on environment. Further education and/or experience in programme management would be an asset.

At least 2 years of experience in the field of environment and particular experience in policy development at the national and/or international level is required. Fluency in oral and written English is necessary. Experience in working at the international level and working knowledge of a second UN language is a benefit.

The UN is a multicultural working environment. Ability to establish and maintain effective working relations within a diverse workforce is essential.

The UN Core values are Integrity, Professionalism, and Respect for diversity. The JPO is expected to adhere to the core values of the organization.

Skills

Ability to undertake research and analysis of issues relating to global environmental governance and national and international environmental law as well as related policies and institutions. Ability to synthesize findings, prepare analytical briefs and reports within limited timeframes.

Excellent drafting skills in English, particularly with respect to the development of documents and correspondence.

Good organizational skills to manage assignments, particularly under the pressure of time-constraints.

Good computer skills, including word processing and commonly used office productivity software applications. Proficiency in Internet based applications for communication and research.

Competencies

Professionalism:

The JPO should have a sound academic knowledge of environmental law, policy and governance issues, as well as of international cooperation mechanisms and institutions. He/she should have the ability to apply his/her knowledge in a complex environment such as that in which UNEP and its partners operate, characterized by intergovernmental decision-making processes, and focus on developing countries needs. Familiarity with programme/project management and in particular of a results based management approach would be an asset.

Teamwork:

Works collaboratively with colleagues to achieve organizational goals. Ability to establish and maintain effective and harmonious working relations with people of different national and cultural backgrounds, respecting diversity and an appreciation for gender considerations.

Communication:

Speaks and writes clearly and effectively.

Planning and Organization:

Develops clear goals that are consistent with agreed strategies. Manage and prioritize multiple assignments within limited timeframes.

Commitment to continuous learning:

Keeps abreast of new developments in own occupation/profession.

Living conditions at duty station

Nairobi is a family duty station, currently classified by the UN as “B” in terms of hardship. Living conditions are generally favourable with a variety of housing and other facilities (e.g. banking, hospitals, telecommunications and entertainment facilities etc.), however, caution should be exercised with respect to personal safety and security. The JPO must be prepared to undertake missions to other developing countries and countries with economies in transition.

Eligibility Requirements

This position is supported by the Government of Belgium and, consequently, it is only open to applicants who are nationals of Belgium or one of Belgium's partner countries. The eligibility criteria are as follows:

(i) *Nationals of Belgium*

- Have the Belgian nationality
- Have a Master level degree
- Have a minimum of two years of relevant work experience for the chosen function. A development-oriented employment history or previous experience in development is desirable
- Have completed and succeeded the Info-cycle organized by the Belgian Development Agency
- Be no older than 32 years of age as of 31 December of the year of application.

(ii) *Nationals of Belgium's partner countries:* Benin - Burkina Faso - Burundi - DR Congo - Guinea - Mali - Morocco - Mozambique - Niger - Palestinian Territory - Rwanda - Senegal - Tanzania – Uganda

- Have a nationality of one of Belgium's partner countries
- Have a Master level degree
- Have a minimum of two years of relevant work experience for the chosen function. A development-oriented employment history or previous experience in development is desirable.
- Be no older than 32 years of age as of 31 December of the year of application. Accordingly the following should be added to Article 10 "Interviews of short-listed candidates" of the Annex of the Agreement:

Application Procedure

Interested qualified candidates should register and submit their applications on-line through the following link: <http://apps.unep.org/jpoportal>

The job code, which is required to apply for this vacancy announcement is: **DELC-01**

The closing date for receipt of applications is **Friday, 18 September 2016**.

Successful short-listed candidates will be expected to avail themselves for interviews, which will take place in Brussels, during the week commencing **14 November 2016**.