

## **UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST**

### **General Information**

**Post Title: Junior Professional Officer (JPO), GEF International Waters Portfolio (Africa)**

**Unit: GEF International Waters, Marine and Coastal Ecosystems Branch (MCEB), Ecosystem Division, UN Environment**

**Location: UN Environment HQ, Nairobi, Kenya**

**Duration: One year, renewable (max 3 years)**

### **Background information on UN Environment and the requesting Unit**

The UN Environment 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. UN Environment's Ecosystems Division is responsible for ecosystem management for human well-being, which covers biodiversity and ecosystem services; freshwater and terrestrial ecosystems; marine and coastal ecosystems; addressing the environmental causes and consequences of disasters and conflicts; adaptation to climate change; and a Poverty and Environment initiative.

The Marine and Coastal Ecosystems Branch is located in Nairobi at the United Nations Headquarters in Gigiri, Nairobi, Kenya. The Branch coordinates ocean-related actions of UN Environment and works in close partnership with other Divisions, Regional Offices and external partners, including the private sector. It leads UN Environment's collaboration with other UN agencies, research institutions and NGOs towards achieving internationally agreed targets on oceans.

The Branch has three units: i) the Unit of the Regional Seas Programme, ii) the Unit of the Global Programme of Action for the Protection of the Marine Environment from Land-based Activities (GPA), and iii) the Marine & Coastal Ecosystems Unit (including the GEF International Waters, and the Coral Reefs teams).

The Global Environment Facility (GEF) International Waters (IW) represents a healthy growing portfolio in UN Environment, which includes a number of global and regional transboundary projects with the focus of improving regional governance on major transboundary water bodies – from the global assessment and methodology development – through extensive policy/governance work - to practical measures at the level of vulnerable communities in the participating countries. Currently, the Portfolio has about 30 individual projects totalling to over USD 140M. International waters is one of the Focal Areas under the GEF, and respective team in UN Environment has a long track record of successful interventions in various regions. GEF International Waters projects

are best positioned to deliver the mandate of UN Environment and the GEF in terms of Global Environment Benefits at a regional/transboundary scale. GEF International Waters projects are utilizing the key comparative advantages of UN Environment vis-à-vis other GEF Agencies, notably – innovative conceptual and methodological work in governance-related tools and approaches (e.g. Marine Spatial Planning, Ecosystem-Based Management, Blue Economy and Blue Carbon), protection and conservation of vulnerable ecosystems, like coral reefs and mangroves. Another key advantage of the GEF International Waters projects is close cooperation with global regional inter-governmental platforms, like the Global Programme of Actions on the Protection of Marine Environment from Land-Based Activities (Global Programme of Action), and Multi-Lateral Environmental Agreements (Conventions and Action Plans) and Regional Seas Programme, as well as regional governance bodies, e.g. River Basin Management Authorities, etc.

### **Why is the Junior Professional Officer requested/needed?**

Despite the large number of projects being implemented by UN Environment through the GEF International Waters Focal Area, the current capacity of the team could be significantly improved by the involvement of a junior professional officer, who could support not only implementation of the current interventions but also be instrumental in further development of the GEF International Waters Portfolio, with a particular focus on Africa. There is a need for further strengthening the collaboration between GEF International Waters interventions with these and other regional bodies and initiatives to advance the implementation of the International Waters agenda, to enhance awareness of the challenges and opportunities for the national and regional actions in transboundary water bodies, marine, brackish, and fresh-water. Working in new regional partnership with various stakeholders from private sector, NGOs, governments, and academia can nurture innovation and ambitious changes.

### **Supervision**

Direct supervision by  
Title supervisor:

Dr. Yegor Volovik  
Senior Programme Management Officer,  
GEF International Waters Portfolio  
Manager, Marine and Coastal Ecosystems  
Unit/Branch, Ecosystem Division

Location supervisor:

United Nations Environment Programme  
P.O. Box 30552, Nairobi 00100 Kenya  
Tel: +254 20 762 6707  
Email: [yegor.volovik@un.org](mailto:yegor.volovik@un.org)

Signature of supervisor

## **Content and methodology of the supervision**

- Introduction of the Junior Programme Officer (JPO) to the Unit and GEF Team and related programme/project and provision of key background documents;
- Introduction to administrative procedures pertinent to the duties and responsibilities of the Junior Programme Officer and provision of key guideline documents;
- Introduction to key policies and procedures of operation of the Global Environmental Facility, including project cycles, strategic directions for GEF-7 replenishment cycle, and other regulating documents of the GEF;
- Introduction to the current GEF International Waters Portfolio, with the key emphasis on Africa but not limited only to the African projects, both implemented and being developed, to ensure consistency of approaches taken at the global scale;
- Introduction to the Marine & Coastal Ecosystems Branch (MCEB) and the Ecosystem Division, as well as to colleagues within other divisions and key external partners outside UN Environment;
- Introduction on duties and responsibilities and how these are divided within the unit General objectives, desired results and anticipated problems are discussed beforehand with the incumbent.
- The terms of reference of the JPO will be discussed so as to make sure that the incumbent can prepare a workplan and incorporate it into the Performance Appraisal System (e-PAS) including the setting of learning and training objectives for career development.
- The supervisor will have regular (at least monthly but preferably – weekly or bi-weekly) 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. At the same time, the supervisor will make an evaluation of the performance and share this with the donor. The JPO will be expected to carry out assignments more independently after the review.
- 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;
- There will be an annual PAS evaluation for the JPO where results of each set of activities are reviewed for attainment of objectives and quality of work.

First appraising officer: **Mr. Yegor Volovik**  
Title first appraising officer: **Senior Programme Management Officer**  
Unit first appraising officer: **GEF International Waters Portfolio Manager, Marine and Coastal Ecosystems Unit/Branch, Ecosystem Division**  
Location first appraising officer: **UN Environment HQs, Nairobi, Kenya**

Second appraising officer: **Mr. Takehiro Nakamura**  
Title second appraising officer: **Senior Programme Management Officer**  
Unit second appraising officer: **Head, Marine and Coastal Ecosystems Unit, Marine and Coastal Ecosystems Branch, Ecosystem Division**  
Location second appraising officer: **UN Environment HQs, Nairobi, Kenya**

Application deadline: Feb 28, 2019.

### **Duties, responsibilities and output expectations**

#### Terms of reference

Under the overall guidance and day-to-day supervision of the Portfolio Manager of GEF International Waters Unit of the Regional Seas Programme Coordinator, the incumbent will assist in the implementation of the current GEF International Waters portfolio, as well as further development of projects in Africa, including the following overall duties:

- Providing support to Portfolio Manager in project oversight and management for the African Portfolio;
- Coordinating with internal and external partners and preparing new project submission packages (for both internal UN Environment project review and to GEF Secretariat) and ensuring quality control;
- Drafting and editing of project documentation during the appraisal phase upon approval of new project concepts;
- Analysing project implementation reports (PIR) and compiling portfolio overviews;
- Drafting and editing communications products to promote the portfolio.

This is primarily an office position with interactions with other units within the Branch, Division and the whole of UN Environment. The incumbent will also be expected to liaise directly with relevant partners in other UN organizations and outside of the UN system. The incumbent will be engaged in both technical and strategic matters, including project programming and development, performance-based management and reporting. He/she will also be gaining working experiences in inter-governmental processes.

#### Output expectations

- Project proposals (full packages) developed for submission to GEF in line with the current GEF-7 Strategic Directions;

- Support provided in the implementation and supervision of the currently implemented projects and programmes within the GEF International Waters portfolio;
- Close cooperation is established with relevant units of the Division, including the Regional Seas Unit, Global Programme of Action, Fresh Water Unit, and others;
- Support provided in the organization of key meeting within the project implementation (Project Steering Committees, major international conferences and thematic workshops);
- Regular communication with and providing inputs to the IW:LEARN<sup>1</sup> knowledge management platform;
- Increased information dissemination through UN Environment website, e-newsletters and other information materials.
- Effective execution of outreach components of all projects with satisfactory results both within and outside UN Environment.

All products shall be prepared in digital format, where appropriate, or in hard copy, following approval by the Coordinator of the Marine and Coastal Ecosystems Branch.

### **Travel**

The assignment requires travel to project implementation sites, conferences, steering and thematic meetings and workshops related to programme/ project development and implementation. Such programme/project-related travel costs will be covered by the organisation subject to availability of funding. Inter-country, intra-country communication and other necessary long-distance communication will also be facilitated through e-mail, telephone, skype or other appropriate means.

### **Training and Learning Elements**

#### **Training**

On the Job training, mandatory UN-training, language training, computer training, negotiation skills, project management skills, PAS training, substantive (environmental, economic) training courses and administrative skills as appropriate.

#### **Learning elements:**

After one year the JPO is able to:

- Understand the involved persons and agencies in the implementation of the current projects in Africa.
- Strengthens the relationship with involved partners, government and institutions.
- Learn the UN system and policies.
- Prepare project documents and proposals in GEF format.

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<sup>1</sup> IW:LEARN is the Global Environment Facility's (GEF) International Waters Learning Exchange and Resource Network. The IW:LEARN project was established to strengthen transboundary water management around the globe by collecting and sharing best practices, lessons learned, and innovative solutions to common problems across the GEF International Waters portfolio. Web-site: <http://iwlearn.net>

- Be knowledgeable in programme/project management.

After two years the JPO is able to:

- Monitor and support implementation of projects at various project cycles with minimal guidance.
- Assess project proposals and advice appropriately.
- Develop, monitor, manage and implement GEF-funded projects with a good understanding of the functions of inter-governmental mechanisms and key UN development and specialised agencies.

After three years the JPO is able to:

- Advise partners, government and institutions on the suitable project methodologies.
- Execute a project from initial stages of identification, formulation to the implementation.
- Approach donors, member states and write proposals for project funding in GEF.

## **Qualifications and experience**

### **Education**

A second-level university degree (Master's or equivalent) is required, preferably related to marine environmental issues and natural resources management, but also studies related to economics, sustainable development and/or international relations are relevant.

### **Working experience**

At least 2 years working experience addressing marine and/or freshwater environmental issues, natural resources management, economics, sustainable development and/or international relations is necessary. International working experience (minimum 12 months) or national working experience (minimum 4 years) in sustainable development and/or implementation of environmental related programmes, projects and activities is required. Employment full-time outside home country is a merit. Documented working experience related to project management as well as collaboration with various stakeholders (international, private sector, civil society or governments) is desirable. Working experience in a communication/liason role is an asset. It's a great advantage if the candidate can proof contribution to successful team work.

### **Language**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Working level knowledge of French is an asset. Fluency in another UN language is an asset.

### **Competencies**

*Professionalism:* Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional

rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

*Teamwork:* Willing to work under minimal supervision; Ability to provide technical and substantive support in website management, gender mainstreaming, evaluation and monitoring. 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.

*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.

*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.

*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**

- Nairobi is classified by the UN as a "B" hardship duty station, entitling UN staff to bi-annual home leave
- Conducive health conditions in area of assignment
- The basic goods and services are available as well as access to markets at the place of assignment
- Public transport is readily available and accessible.
- Socio-economic and cultural background of the immediate society the incumbent would be living and working in is diverse.
- There is tight security at the place of assignment.
- The climate is mild.