



United Nations Environment Programme - UNEP Junior Professional Officer Programme (JPO) Chiffre Nr. 2024-1-20

1. General Information

Title: JPO Junior Professional Officer

Organization: UNEP - United Nations Environment Programme

Office/Division: Early Warning and Assessment Division

Units: The Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services (IPBES) secretariat

Country and Duty Station: Bonn, Germany

Duration of assignment: 2 years with possibility of extension for another year. The extension of appointment is subject to yearly review concerning priorities, availability of funds and satisfactory performance.

Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).

2. Background Information on UNEP 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. UNEP hosts the secretariat of the Intergovernmental Science-Policy Platform on Biodiversity and Ecosystem Services, IPBES.

Established in April 2012, IPBES is an independent intergovernmental body established by States to strengthen the science-policy interface for biodiversity and ecosystem services for the conservation and sustainable use of biodiversity, long-term human well-being and sustainable development. It has a membership of over 140 Governments.

IPBES has successfully launched 10 assessments, including the landmark first Global Assessment of Biodiversity and Ecosystem Services in May 2019. A second global assessment of biodiversity and ecosystem services will be produced between 2025 and 2028, preceded by a scoping process conducted in 2024.

Why is the Junior Professional Officer requested/needed?

The first IPBES Global Assessment of Biodiversity and Ecosystem Services was widely reported on in the media and broadly used in science and policymaking across the globe. With the addition of a second global assessment of biodiversity and ecosystem services to its work programme up to 2030, IPBES was tasked to build on this success and to prepare an independent, policy-relevant basis to support future decision-making on biodiversity and ecosystem services.

A JPO is needed to support the IPBES secretariat to provide technical support to the preparation of the second global assessment. Specifically, the JPO is needed to support the secretariat to:

- Organize meetings of assessment authors and others as part of the assessment process;
- Support the assessment co-chairs in coordinating the assessment expert group;
- Assist experts in delivering the assessment, including by compiling and editing material or supporting the processing of data;
- Provide guidance on rules and procedures for the preparation of the assessment;
- Organize review processes of assessment drafts;
- Prepare documentation relating to the assessment for sessions of the IPBES Plenary and meetings of the Bureau and Multidisciplinary Expert Panel;
- Prepare outreach and other communication material related to the assessment;
- Facilitate the implementation of the work of IPBES task forces in the context of the assessment and ensure consistency across all IPBES assessments.

The JPO would enable the IPBES secretariat to respond to the high workload which an assessment of the scale and scope of the second global assessment of biodiversity and ecosystem services entails. By providing technical support to the second global assessment, the JPO would contribute to multiplying the reach and impact of IPBES and to further enhancing its cost-effectiveness. This assignment will provide a unique opportunity for a JPO to be part of the development of a flagship IPBES product.

3. Supervision

The JPO will be supervised by a Programme Management Officer at the IPBES secretariat.

Content and methodology of the supervision

Supervision will be provided during the first year through weekly (or biweekly at the minimum) 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, 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.

4. Duties, responsibilities and output expectations

Terms of reference

The Junior Professional Officer is expected to contribute to the provision of technical support to the preparation of the second global assessment, and in particular to:

- Support the organization of and provide substantive backstopping to meetings and workshops related to the IPBES global assessment of biodiversity and ecosystem services, including supporting the development of agendas, identification of participants, preparation of background research and documents, meeting reports and presentations;
- Contribute to coordinating the overall preparation of the second global assessment of biodiversity and ecosystem services in line with the Plenary approved process, timeline and budget, as well as with relevant IPBES and UNEP rules and procedures;
- Assist experts in delivering their work, including by compiling and editing material or supporting the processing of data;
- Contribute to the organization of and provide support to internal and external review processes;
- Support outreach activities related to the second global assessment, including ensuring that updated information is available on the IPBES website in a timely manner;
- Prepare outreach and other communication material related to the assessment;
- The Junior Professional Officer is expected to perform other duties, as required.

Output expectations

- Substantive and organizational support will be provided to the organization of relevant meetings;
- Development of background documents and meeting documents;
- Substantive and organizational support will be provided to assessment experts;
- Assessment drafts will be delivered and processed in a timely manner.

Travel

The Junior Professional Officer will be expected to join and support key IPBES meetings related to the second global assessment, as well as sessions of the IPBES Plenary and meetings of the IPBES Multidisciplinary Expert Panel and Bureau.

5. Training and Learning Elements

Training

The Junior Professional Officer will benefit from thorough on the job training in the following areas:

- Latest scientific research related to biodiversity and ecosystem services, including through the opportunity to work with leading scientists from across the globe;
- Processes for preparing scientific assessments at the interface between science and policy;
- Intergovernmental processes, including through the opportunity to participate in a range of relevant meetings and to liaise with representatives of governments and stakeholders.

Learning elements

After one year, the Junior Professional Officer is able to: understand relevant procedures relating to the IPBES assessment process, to identify relevant elements of support to the preparation of assessments, and to understand the content of drafts of the assessment.

After two years, the Junior Professional Officer is able to: apply the relevant procedures relating to the IPBES assessment process and prepare various materials for meetings and workshops related to the second global assessment.

After three years (if applicable), the Junior Professional Officer is able to: advise, under supervision, assessment experts on the relevant procedures relating to the IPBES assessment process and lead components of support activities for the preparation of the second global assessment.

6. Qualifications and experience

Education:

Master's Degree in ecology or other scientific disciplines, environmental management, business administration, law or other related field.

Working experience

At least 2 years of work experience are required for this post. Working experience at the international level is an asset.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English (oral and written) is required.

Competencies

PROFESSIONALISM: Knowledge and understanding of theories, concepts and approaches relevant to scientific research. Knowledge and understanding of the current status of scientific research relevant to the areas of biodiversity and the direct and indirect drivers of biodiversity change. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of scientific literature and other research sources, including electronic sources. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Living conditions at duty station

Standard living conditions for Bonn, Germany

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2024-1-20 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de