



United Nations Environment Programme - UNEP Junior Professional Officer Programme (JPO) Chiffre Nr. 2023-1-19

1. General Information

Title: Junior Professional Officer INC secretariat Plastic Pollution

Organization: UNEP - United Nations Environment Programme

Unit and Office: Office of the Deputy Executive Director / INC secretariat for Plastic Pollution

Country and Duty Station: Nairobi, Kenya

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

The United Nations Environment Programme (UNEP) 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.

The fifth session of the United Nations Environment Assembly (UNEA) adopted resolution 5/14 on plastic pollution, including in the marine environment, and provided the mandate for the establishment of an intergovernmental negotiating committee to develop a legally binding instrument on plastic pollution, including in the marine environment. The intergovernmental negotiating committee is to conclude its work by end of 2024. The international legally binding instrument on plastic pollution, including in the marine environment, could include both binding and voluntary approaches, based on a comprehensive approach that addresses the full life cycle of plastic.

The Junior Professional Officer will work in the INC secretariat on Plastic Pollution in the Deputy Executive Director Office of UNEP. The JPO will be supporting the implementation of UNEA resolution 5/14 "Ending plastic pollution: towards an international legally binding instrument".

Why is the Junior Professional Officer requested/needed?

The JPO is needed to:

- support convening meetings of the intergovernmental negotiating committee and related meetings, such as regional meetings;
- support the preparation of official documentation requested by Member States for the intergovernmental negotiating committee (INC) process;
- support liaison with member states and stakeholders in engaging in the intergovernmental negotiating committee and related processes;
- other duties as required and as relevant.

UNEA resolution 5/14 brings significant additional workload in a tight timeframe. To respond to this increased demand and to ensure the efficient delivery of actions related to these responsibilities, there is a clear need to increase the human resources for marine litter and plastic pollution work. A Junior Professional Officer for 2-3 years would greatly increase implementation.

3. Supervision

Title supervisor: Executive Secretary, INC secretariat for Plastic Pollution

Unit supervisor: Deputy Executive Director

Location supervisor: Nairobi

The E-Performance system is to be used to appraise the Junior Professional Officers. The Performance Appraisal is also submitted to the donor-government.

Content and methodology of the supervision

The Junior Professional Officer will be introduced to the work of the relevant unit and related programmes/projects after which work programme discussion will take place to provide guidance for the development of the Personnel Appraisal System including measurable targets and project implementation goals. Weekly meetings would address assessment of short-term accomplishments, and review of problems, while quarterly meetings would focus on discussions on job-satisfaction, guidance in the development of the work plan and project implementation. Learning objectives will be developed with quarterly and annual targets.

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 incumbent is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy, procedure or other sensitive matters. Final results of each set of activities, is reviewed for attainment of objectives and quality of work.

4. Duties, responsibilities and output expectations

The Junior Professional Officer will mainly be responsible of the following activities:

- 1) Assists with the implementation of UN Environment Assembly resolution 5/14 in particular, support to the substantive preparations for the intergovernmental negotiating committee process, liaising with relevant parties and identifying and tracking follow-up actions;

- 2) Provides substantive and procedural support to meetings, to include supporting development of agendas, identifying participants, supporting the conduct of meetings and preparation of documents and presentations, etc.;
- 3) Researches, analyzes and presents information gathered from diverse sources;
- 4) Assists in review and analysis of policy and legal issues and trends, preparation of evaluations or other research activities and studies;
- 5) Contributes to and prepares various written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.;
- 6) Supports outreach activities, including, as appropriate, training and workshops;
- 7) Performs other duties as required.

Output expectations

- 1) Contribute to the intergovernmental negotiating committee process secretariat services;
- 2) Successful reporting on the implementation of UNEA resolutions;
- 3) High quality meeting documents are delivered in a timely manner;
- 4) Strong communications with member states and stakeholders in the intergovernmental negotiating committee process.

Travel

Missions and travel will be demand based and funded from the programme. During the first year, the Junior Professional Officer will go on a minimum of 3 missions. Other travels related to the implementation of the programme most likely happen based on the demand and need.

6. Training and Learning Elements

Training

Training will be an important part of the Junior Professional Officer assignment, and the incumbent will be requested to take various mandatory UN training as well as periodical training related to the content of the work. In addition, to on the job training the Junior Professional Officer will have access to language training, computer training, Performance Appraisal training as well as substantive training for discussion with the Junior Professional Officer.

In addition to formal training, the supervisor will provide coaching and the JPO will get the opportunity to interact with other Divisions of UNEP. The Junior Professional Officer will also be required to travel to conferences and workshops related to plastic pollution.

Learning elements:

After one year the Junior Professional Officer is able to: support secretariat services to the intergovernmental negotiating committee, understand technical issues in relation to plastic pollution, understand issues related to treaty law and intergovernmental processes, write meeting documents according to UN standards, and monitor progress in solving problems. The Junior Professional Officer will also have increased knowledge of the UN system, contacts in and outside the UN system, understanding multicultural work-environment, and have increased familiarity with UN regulations and rules.

After two years the Junior Professional Officer is able to: support efforts of the intergovernmental negotiating committee; undertake projects and assignments that will contribute to the successful implementation of the resolution UNEP/EA.5/Res.14; be fully acquainted with the practices and procedures to be followed in the organization of large intergovernmental meetings; conduct legal policy analysis; prepare internal and external reporting. The Junior Professional Officer will also have improved negotiating skills, editing/writing/reporting, and organizational/evaluation skills.

After three years (if applicable) the Junior Professional Officer is able to: to be determined with the JPO if applicable.

7. Qualifications and experience

Education:

Master's Degree in law, international relations or related fields.

Skills/ Working experience

Length and type of practical experience at the national, and if so required, at the international level: At least 4 years at the national level, or 2 years at the international level e.g., in international law, environmental law, sustainable development or related fields and implementation of related programmes, projects and activities is required. Experience with planning and organizing international meetings is desirable. Advanced IT skills are desirable.

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; working knowledge of another UN official language would be an asset.

Competencies

The candidate should have:

- 1) **Good communication skills:** speaks and writes clearly and effectively in English; listens to others, correctly interprets messages and responds appropriately; tailors language to match the audience.
- 2) **Teamwork:** able to work in collaboration with colleagues from different backgrounds and with different nationalities; solicits guidance where appropriate from his/her supervisor.
- 3) **Creativity:** develops clear goals consistent with agreed strategies, identifies and adjusts priorities and allocates sufficient time and resources for completing tasks.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das Büro
Führungskräfte zu Internationalen Organisationen (BFIO) unter
Angabe der Chiffre Nr. 2023-1-19 auf dem Bewerbungsbogen**

Alle Informationen finden Sie unter www.bfio.de