



United Nations Environment Programme - UNEP

Junior Professional Officer Programme (JPO)

General Information

Title:	JPO Associate Programme Management Officer
Organization:	UNEP - United Nations Environment Programme
Unit:	Caribbean Regional Coordinating Unit (CAR/RCU), Caribbean Environment Programme (CEP), Cartagena Convention Secretariat
Country and Duty Station:	Kingston, Jamaica
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).

Background information on UNEP and requesting Unit

The United Nations Environment Programme is the leading global environmental authority which 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. The Ecosystems Division of UNEP works with international and national partners, providing technical advice and capacity development for the implementation of environmental policy, and the strengthening of the environmental management capacity of developing countries and countries with economies in transition. This post is located within the Caribbean Regional Coordinating Unit – Caribbean Environment Programme (CEP) and Cartagena Convention Secretariat in Kingston, Jamaica under the overall supervision of the Coordinator.

The Caribbean Environment Programme is a Regional Seas Programme, which is an international collaborative approach to protect the marine environment and its resources.

CEP provides the programmatic framework for the implementation of the Cartagena Convention and its Protocols, which is a legally binding comprehensive umbrella agreement for the protection and development of the marine environment of the wider Caribbean Region. The sub-programmes on the Assessment and Management of Environmental and Pollution and Specially Protected Areas and Wildlife are responsible for supporting Governments of the Wider Caribbean Region in implementing the Oil Spills Protocol, the Specially Protected Areas and Wildlife Protocol and the Land-Based Source of Marine Pollution Protocol. Activities include the prevention, control and reduction of marine and land-based sources of pollution and the conservation and sustainable use of coastal and marine biodiversity.

Why is JPO requested/needed?

The JPO is requested to facilitate and implement decisions by the Contracting Parties to the Cartagena Convention, to enhance the communication of scientific and technical information, in order to foster attitudinal and behavioral change in the management of natural resources. Of specific interest to the wider Caribbean Region are issues related to the management of marine litter with a specific focus on plastics pollution, building resilience to climate change and the production and the conversion of waste - solid and liquid to value. The JPO's work will be focused on enhancing the delivery of projects and activities under the two sub-programmes including being responsible for strategic communication, outreach to public policy makers and building regional capacity to address environmental issues and impact the ability of countries to not only meet their obligations under the Cartagena Convention and its Protocols, but to also positively impact related Sustainable Development Goals.

Supervision

Content and methodology of the supervision

The JPO will benefit from the following supervision modalities:

- Structured guidance and coaching provided by the supervisor, especially in the beginning of the assignment, with the purpose of gradually increasing the responsibilities of the JPO
- Establishment of a work plan, with clear key results and timelines
- Effective supervision through knowledge sharing and performance/development feedback throughout the assignment
- Easy access to the supervisor
- Participation in office meetings to ensure integration and operational effectiveness
- Guidance and advice in relation to learning and training opportunities within the field of expertise
- Completion of mid-term and yearly e-Performance report
- Supervisor will ensure that the JPO fully understands his duties and responsibilities; is suitably equipped and trained to perform the functions and is familiar with the Office's structure within Ecosystems Division and UNEP
- Additional opportunities for technical support will be provided through collaboration with regional projects executed by the Cartagena Convention Secretariat including the GEF IWEco and GEF CReW+ Project on integrating

watersheds and ecosystem management and integrated wastewater and water resources management.

Duties, responsibilities and output expectations

Terms of Reference – AMEP/SPAW Sub-programmes, the JPO will undertake the following tasks:

Technical/Programmatic

- Oversee the day-to-day activities and coordination of the programme; provide support to the various Programme Management Officers and The Coordinator, for the implementation of projects and activities of the Cartagena Convention Secretariat.
- Support the development and strengthening of partnerships with other regional organizations that are relevant to the mandate of the Cartagena Convention Secretariat.
- Coordinate and oversee training activities and capacity building exercises for the Cartagena Convention Secretariat including but not limited to Ecosystem Based Management and Blue Economy approaches.
- Assist in raising awareness on Marine Litter and Plastics, Climate Change, Ocean Acidification, Sargassum and related coastal and marine issues in the Wider Caribbean Region in collaboration with the Communications Sub-Programme of the Secretariat.
- Assist with the design, outreach and implementation of communication and outreach activities on the state of pollution and marine biodiversity in the Wider Caribbean Region targeting multiple stakeholders including through Webinars, Social Media Outreach and enhanced website.
- Provide Parties to the Cartagena Convention, regional and partner organizations and the general public with regular updates on the availability of data and/or information regarding the protection and development of coastal and marine resources in the wider Caribbean Region.
- Liaise with UNEP in the development and implementation of Massive Open Online Courses (MOOCs) on priority topics dealing with marine biodiversity (SPAW Protocol) and marine pollution (LBS Protocol).
- Explore opportunities to enhance the visualization of coastal and marine data including through platforms such as UNEP World Situation Room.
- Coordinate support to relevant regional and national capacity building activities including education, training and awareness initiatives.
- Assist with specific outreach efforts to support Global Partnerships on Marine Litter, Nutrients and Wastewater.

Communication & Outreach

- Support the enhancement of the online presence of the Cartagena Convention Secretariat including through preparation and dissemination of photo stories, case studies, fact sheets and summaries of ongoing programme and project activities including through the Secretariat's website, databases, clearinghouse mechanisms, national nodes, and social media – Facebook, Twitter, Instagram and Linked-in.

- Coordinate and participate in national and regional outreach efforts and media activities to increase the visibility of the Cartagena Convention Secretariat; proactively develop and maintain links with national/regional entities and, where appropriate, international media, in order to raise awareness within all stakeholder groups of the work and impact of the programmes, projects and activities being done in support of oceans governance.
- Design strategies to further sensitize regional governments of the importance of ratification/accession to and implementation of the Cartagena Convention and its Protocols and to continue to share the outputs and products from Secretariat activities and projects.
- Production of audio-visual material on the Cartagena Convention and the marine environment, conservation and management, for dissemination through social media, and other national and regional mechanisms in order to increase awareness of the need for the protection and sustainable use of coastal and marine resources. Specific focus will be on priority issues including marine litter and plastics management.
- Compile and disseminate news and updates on projects via newsgroups and list servers with material provided by Regional Activity Centres and other projects.
- Identify and assist in the development of appropriate competitions to raise awareness on environmental issues in the region and educating youth on the importance of protecting the marine environment from the impacts of pollution, habitat degradation, and climate change.
- Liaise with various regional programme and project partners and UNEP Regional Offices and HQ to commemorate major environmental days in particular World Environment Day, International Biodiversity Day and World Oceans Day.
- Provide support for regional meetings and workshops with Cartagena Convention Secretariat partners and Regional Activity Centers by preparing and disseminating meeting reports.
- Assist the Coordinator of UNEP-Cartagena Convention Secretariat as appropriate.

Output expectations

The JPO will make a substantive contribution to the implementation of the Technical Sub-Programmes of the UNEP Cartagena Convention (AMEP and SPAW) while also supporting ongoing communication, education, training and awareness raising efforts. These include:

- Increased visibility of regional efforts towards the protection and development of the marine environment through projects and activities executed and implemented by the CEP and its partners and the successful organization of events.
- Increased dissemination of information and raised awareness of member states and the general public on the implementation of projects and activities by CEP and partners.
- Promotion of positive attitudinal and behavioural changes relating to environmental management including increased feedback on regional and global campaigns particularly environmental observances.
- Increased access to data and information on coastal and marine resource management through strengthened CEP websites, development of Massive Open Online Courses (MOOCs), regional versions of platforms such as

UNEP Live, social networks, networking mechanisms and database management.

- Increased public awareness through the media, private sector, communities, schools and other organizations on responsible use and management of coastal and marine resources.

Travel

Missions and costs of travel envisaged during the assignment

The JPO will participate in local and regional activities, workshops and/or meetings organized through the UNEP Cartagena Convention Secretariat and its respective projects and partners, as appropriate.

Training and Learning Elements

Training:

Training opportunities such as pollution monitoring and assessment, ecosystems-based management, oceans governance, website content management, responsible use of social media and others that may arise will be provided to the JPO. The JPO will be invited to participate in national and regional interactive meetings and dialogues dealing with stakeholder participation, project development, conflict resolution and communication.

The JPO will also be entitled to choose, in agreement with the supervisor, the training programmes s/he wishes to participate in using the training budget provided under the JPO agreement. The JPO may also utilize internal on-line training courses, which are available at no-cost to UN staff members.

Learning elements:

- Gained knowledge of working with a UNEP administered Regional Seas Programmes and a Regional Convention as well as knowledge of other relevant regional and global conventions dealing with marine issues
- Improved writing and reporting on environmental issues in particular on priority issues such as pollution prevention, biodiversity conservation and integrating climate change into new programmes, projects and activities
- Improved overall communication on environmental issues with Governments of the Region, projects, partners, donors and the general public
- Gained knowledge on governance of transboundary issues on the management of coastal and marine resources
- Understanding of national and community-based approaches to addressing priority regional issues such as on marine litter and sargassum within developing countries and small island developing states.

On completion of the assignment, the Junior Professional Officer will be expected to have acquired a clear understanding of the Organization's environmental work and role in the region; whilst gaining more exposure to working with regional countries.

Qualifications and experience and competencies

Qualifications:

- **Master's degree** in Environmental Management, Natural Sciences or similar field required.
- Post graduate training in Project Management, Proposal Writing and/or Communications would be an asset.

Working experience:

- A minimum of 2 years progressively responsible experience in environmental or natural resources management, communications, international relations, or related area at national level.
- Experience in regional or international environmental-related initiatives, programmes and projects is advantage.

Language:

- For this position excellent written and oral communication skills in English are essential
- Working knowledge of Spanish and/or French is an asset

Other skills:

- Proficiency in MS Office Suite
- Ability to work as part of a multi-disciplinary team and to establish and maintain effective working relations within a multicultural working environment
- Strong analytical skills and sound judgment

Competencies

Professionalism: Ability to plan, execute and monitor public communication campaigns, including campaign management, message targeting and impact evaluation. Ability to research, draft and compile a variety of written communication products in a clear concise style. Ability to interact with the public to build and maintain effective connections. 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 challenges; remains calm in stressful situations.

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 the audience; demonstrates openness in sharing information and keeping people informed.

Planning and 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

This post is based at the UNEP CAR/RCU in Kingston, Jamaica. Jamaica ranks 96th among 187 countries with a Human Development Index of 0.719 as at 2014 and is regarded as an upper middle-income country. The country has achieved universal primary education and is on track to ensure environmental sustainability and to eradicate extreme hunger. Approximately 92 per cent of the population has access to safe drinking water, while 98.9 per cent have access to basic sanitation. Updated information on living conditions at the duty station will be provided to the selected candidate. General information on working conditions at the duty station will also be made available to the selected candidate.

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Büro Führungskräfte zu Internationalen Organisationen
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