United Nations Environment Programme - UNEP
Junior Professional Officer Programme (JPO) Chiffre Nr. 2022-2-54

1. General Information

Title: Junior Professional Officer Associate Expert on Digital Transformation for Environmental Sustainability

Organization: UNEP - United Nations Environment Programme

Unit and Office: Digital Transformation; in the interim: Climate Services and Capacity Building; Office of the Chief Digital Officer / Science Division / Capacity Development and Innovation Branch

Country and Duty Station: First Year: Geneva, Switzerland, Second Year: 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 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 (UN) system and serves as an authoritative advocate for the global environment.

In February 2021, the UN Environmental Assembly approved a new Medium-Term Strategy for UNEP covering the period 2022-2025. The strategy commits UNEP to tackle the triple planetary crises faced by humanity: climate change, loss of biodiversity and toxic pollution. Within the strategy, a Digital Transformation cross-cutting enabling programme was also adopted to accelerate and scale environmental sustainability by applying data, digital technologies and solutions in UNEP's key activities. UNEP's Digital Transformation sub-programme works to accelerate and scale climate action, nature, protection and pollution prevention through the innovative use of data and digital technologies in UNEP's activities. The need for innovation and collaboration in digital technologies is key to:

* build a digital ecosystem of data for the planet,

- shift market incentives and consumer behaviour through digital channels and partnerships,
- enhance e-governance through inclusive policy development, digital literacy, innovation support and stakeholder engagement,
- transform UNEP into a fully data-driven and digital organization.

The Science Division provides critical inputs toward these Digital Transformation outcomes by providing timely, scientifically credible, policy-relevant environmental analyses, data, and information for decision-making and action planning for sustainable development.. To this end, the Science Division manages the Capacity Development and Innovation Branch, which plans to include new programming elements on digital transformation. To achieve these digital transformation goals, UNEP is establishing a digital transformation centre of excellence at the headquarters level together with a new director level position of Chief Digital Officer (CDO). The CDO will report to the UNEP Executive Director and be represented within the UNEP senior management team of directors. The CDO will lead the Center of Excellence consisting of technical experts on different digital transformation topics that will offer advisory services to all thematic divisions and programmes. It will be supported by a distributed network of additional experts located in each regional office plus a network of focal points located in each division. UNEP is also acting as one of the co-champions in the Coalition For Digital Environmental Sustainability (CODES) and will play a key role in the implementation of the CODES Action Plan for a Sustainable Planet in the Digital Age.

3. Supervision

The JPO will work under the direct supervision of:

Title supervisor: Programme Coordinator for Digital Transformation Unit Supervisor: Office of Chief Digital Officer

The JPO and Supervisors will use Inspira, the UN Secretariat platform for online e-Performance, to structure the timing and methodology of feedback and tracking of performance. The performance evaluations will be made available to the donor Government.

Content and methodology of the supervision
Under the overall guidance of the Chief Digital Officer, the Programme Coordinator for Digital Transformation will provide the day-to-day supervision of the incumbent. To further guide the JPO, a performance appraisal system will be developed with concrete goals and actions.

The Programme Coordinator for Digital Transformation will conduct an induction which includes:
- A formal brief on the organization,
- The staff in the Division and the functions of and Digital Transformation Subprogram.
During the first 3 months the JPO will:

- Be given reading materials to acquaint him/herself with UNEP's digital transformation activities together with the Medium-Term Strategy and with those of the Coalition for Digital Environmental Sustainability (CODES);
- Conduct further research on digital sustainability from literature to identify new trends and innovations;
- Visit other UNEP programmes located in Geneva such as Green Economy to learn about the UNEP portfolio; and

- Be involved in the design, development and implementation of existing digital transformation programmes

4. Duties, responsibilities and output expectations

The incumbent is expected to conduct the following task.

- **Project and programme design, monitoring and reporting:** Assist in the development and design of new projects/programs in the digital transformation portfolio and in the development of the Digital Accelerator Lab in close coordination with the relevant units, government authorities, international and regional institutions, and partner organizations in public and/or private sectors. Develop digital methods for monitoring and reporting on project progress.
- **Partnership formulation:** In close coordination with programme managers, contribute to multilateral digital transformation partnerships aligned to the programme objectives, work plans, and timelines in accordance with the project document and project agreements with the donor;
- **Best practice:** Contribute the design of policy best practices on the contributions of digital innovation to foster environmental sustainability (by developing learning products e.g. online modules, knowledge products);
- **Practical action:** Identify opportunities to pilot test different practical applications of digital technologies to accelerate and scale solutions for climate security, living in harmony with nature;
- **Monitoring and horizon scanning:** Monitor internal and external developments and trends on digital transformation, including in key countries and regions to determine how UNEP's digital transformation work can be strategically aligned;
- **SG's digital cooperation roadmap:** Support the implementation of the Secretary General's Digital Cooperation Roadmap, including through the work plan of the Coalition for Digital Environmental Sustainability (CODES);
- **Manage internal community of practice on digital transformation:** Manage the internal Digital Champions Network, including the outreach tools and the monthly newsletter.

The Junior Professional Officer will be provided with regular feedback on his/her performance and progress, with special attention granted to goal setting and overcoming challenges.

5. Output expectations

The work of the Junior Professional Officer will contribute to the achievement of the following outputs:

- Programme foundation, including establishing a work plan, implementing projects and monitoring and reporting on impacts.
- New partnerships established.
- Improved delivery of technical advisory services to UNEP
- Establishment and operations of the Digital Accelerator Lab

6. Training and Learning Elements

Training

The Junior Professional Officer will be offered the opportunity to undertake the following training courses:

- Results-based management training and career development planning: The Junior Professional Officer will be offered opportunities to participate in UNEP's results-based management training and undertake relevant training programmes organized by the UN system
- UN and UNEP's online training programmes: The Junior Professional Officer will be provided with the opportunity to undertake a variety of programmes provided by the UN and UNEP, on topics including data science, digital transformation, and innovation.
- On the job training: The supervisors of the Junior Professional Officer are committed to providing daily on the job training for the Junior Professional Officer's effective operation in the UN system
- Specialized training will be agreed upon in consultation with the supervisor

Learning elements:

After one year the Junior Professional Officer will be:
- Having a good understanding of the UNEP programme planning cycle and the role of digital technologies to accelerate climate action, nature protection and pollution prevention.
- Able to provide project formulation, monitoring and reporting as evidenced by the ability to draft an annual programme of work and project concepts in the areas of digital transformation.

After two years the Junior Professional Officer would:
- Be able to independently design, develop and deliver research on risks and opportunities from digital technologies on the environment, including the design of field
- Be able to independently design, develop and deliver policy briefs for decision makings on thematic digital transformation topics.
- Have the ability to conduct inter-agency consultations on joint training programmes and policy reports
- Be able to support the delivery of training programmes to international and national experts
- Be able to support senior experts in the implementation of field missions.
- Draft project concepts that can support the mobilization of financial resources
- Design and deliver social media campaigns and engagements.

After three years (if applicable), the JPO would:
- Have the ability to independently function as a professional in the field of digital sustainability
- Be ready for similar appointments in the UN system and other organizations of international repute.

7. Qualifications and experience

Education:
Master's Degree in environmental science, data science, digital transformation or related field.

Skills:
Good writing and presentation skills, good data analysis skills and visualization including both statistical and geospatial analyses and Power BI/Tableau, knowledge of Microsoft Office 365, knowledge of webpage development and software, including Word Press / Drupal. Knowledge of the theory of change and - results based management is seen as an asset.

Working experience:
At least 4 years of experience at the national level, or 2 years at the international level of progressively responsible experience in sustainable development and implementation of environmental-related programmes, projects and activities are required. Environmental data science and digital transformation experience would be beneficial.

Languages:
Fluency in oral and written English is required. Working knowledge of other UN languages is an asset.

Competencies
- 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 a willingness to learn from others; seeks feedback to learn and improve and keeps abreast of new developments in own occupation/profession.

  Teamwork: Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, 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 and meets timeline for delivery of product or services to the client.

Bitte senden Sie Ihre JPO-Bewerbung direkt an das

Büro Führungskräfte zu Internationalen Organisationen (BFIO)

unter Angabe der Chiffre Nr. 2022-2-54 auf dem Bewerbungsbogen

Alle Informationen finden Sie unter www.bfio.de