

# Advertisement

Junior Professional Officer

## *Terrestrial Ecosystems Management*

**UNEP**

**Closing date: 15 June 2014**



### **I General information**

<b>Title:</b>	Professional Officer – Terrestrial Ecosystems Management
<b>Sector of Assignment:</b>	Terrestrial Ecosystems Unit (TEU), CCATE Branch, DEPI
<b>Country:</b>	Kenya
<b>Location (City):</b>	Nairobi
<b>Agency:</b>	UNEP
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to 3 years
<b>Grade:</b>	P1 step 1 or P2 step 1 in the first year, depending on the level of education and relevant working experience

**Note:** this post is opened in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Netherlands and is addressed exclusively to **candidates from developing countries**. For the list of eligible of countries:

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries.pdf>

For criteria see the website of Nedworc Foundation:

<http://www.nedworcfoundation.nl/Index.htm?hoofdpath=/NL/JPO/General%20Information.htm&hoofdhash>

### **II Duties, responsibilities and Output Expectations**

#### **General**

##### **I. Background**

The incumbent will assist the Terrestrial Ecosystems Unit with its work on ecosystems and landscape-level management approaches to terrestrial ecosystem.

Landscapes are the functional units that encapsulate various terrestrial biomes: i.e. agricultural and productive landscapes, rangelands, mountains, wetlands and forests, with drylands cutting across all three. There is increasing recognition that interventions cannot be carried out too narrowly and interrelations have to be recognized through adopting a broader, ecosystem or landscape based, multi-sectoral approach. The Terrestrial Ecosystems Unit (TEU) has a wide range of initiatives on these sectors. UNEP is part of the Landscapes for People Food and Nature Initiative, the UN-REDD Programme, both of which fall under TEU.

The TEU's work on agricultural landscapes, rangelands/pastoralism, drylands and mountains is currently understaffed. The TEU would benefit from increased internal capacity to focus on building synergies and tools underpinning the global uptake of the ecosystem approach in relation to productive landscapes, food security, protection of water towers and biodiversity conservation in line with transitioning towards green economy, and implementation of 'The Future We Want (Rio+20)' deliberations. Additional staff and support is therefore required for UNEP to provide assistance and guidance to partner countries in their effort to develop and apply an ecosystem approach to the management of their terrestrial ecosystems, especially in relation to agriculture, drylands and mountain landscapes. A dedicated JPO specifically assigned to the Terrestrial Ecosystem Unit in DEPI,

would therefore be an excellent way for a government to help enhance the work of UNEP with all partners and member states in this critical and cross-cutting issue.

This assignment will provide the incumbent with wide-ranging exposure to the UN system, the NGO community, the scientific community, and relevant intergovernmental processes. The JPO will be working with developing country governments and UNEP partner institutions, covering tasks such as fundraising, technical proposal writing, and project management, among others. The incumbent will work within a small but very committed team. There will be ample opportunity to grow professionally into the position and learn a wide variety of skills in a relatively short period of time.

The post is under the day to day supervision of the Chief, Terrestrial ecosystems Unit, and overall direction of the Director of Division of Environmental Policy Implementation the JPO will perform the duties as outlined in the following section

## **II Responsibilities:**

### ***1. Assist in the development and implementation of ecosystem management, productive landscapes, drylands and mountain ecosystems related activities of the TEU team:***

- Assisting in the formulation of policies, priorities and long-medium-short-term strategies, and project concepts, for sustainable use and integrated ecosystem management of landscapes in close consultation with appropriate UNEP divisions, UN organizations, international, regional and national organizations and international experts.
- Liaising with agencies of the UN system, supporting organizations, governments and NGOs to carry out actions required for promotion of public awareness on ecosystem approaches.
- Collaborating with other programme units, and UN agencies on joint projects/actions on issues related to ecosystem management, productive landscapes, mountain and drylands ecosystems and contribute to the preparation of UNEP briefing notes, project concept notes, funding proposals, etc.
- Gathering and contributing technical information on ecosystem management, productive landscapes, drylands and mountain ecosystems as required by the TEU team.

### ***2. Review issues/agenda for upcoming meetings and/or related international processes on ecosystem management, productive landscapes and mountain ecosystems:***

- Researching and noting politically and internationally sensitive issues for UNEP strategic interventions, and prepare briefing notes such interventions for the Director and/or the Chief, Terrestrial Ecosystems Unit.
- Providing substantive backstopping to the preparation for and organization of meetings, conferences, etc. on the above topics, including identifying and liaising with participants, preparation of documents and presentations, reporting on results, and communication and outreach activities.
- Prepare briefing notes on the status of implementation of the TEU's programme in the above fields, and prepare fact sheets on TEU activities in the above topics for a variety of uses.
- Liaise with staff from other divisions within UNEP, including those working in the fields of assessment (DEWA), law (DELC) and public information (DCPI).
- Assist in the technical organization of meetings, workshops, media launches and any other such events that may arise.

## **III Expected Outputs**

- (i) Substantive contributions to UNEP's terrestrial ecosystems programme including the biome specific programmes on ecosystem management, agricultural/rangeland productive landscapes, drylands and mountain ecosystems.
- (ii) Project proposals drafted, which successfully attract additional funding for project implementation by UNEP/DEPI and partners.
- (iii) Briefing notes and drafting of speeches for events on landscapes to ensure that TEU team, UNEP's

Executive Director and other key personnel are well informed and prepared

- (iv) TEU team, DEPI and UNEP's Executive Director and other key personnel well informed and supported.
- (v) Meetings convened which promote the mission and work of UNEP and DEPI in ecosystem management, productive landscapes, drylands and mountain ecosystems.
- (vi) Project concepts and associated legal instruments that support project implementation with a variety of UNEP partners, are developed and completed in a timely manner, allowing the timely implementation of activities in the field.

### **III Training component: Learning elements and expectations**

**Upon completion of the assignment the JPO will have/ will be able to:**

- Understand the functions of UNEP and its technical divisions as well as those of the UN system in general;
- Understand the UNEP ecosystems management programme, be familiar with the various stakeholders within and outside the UN system, and understand their respective roles in the programme;
- Draft various documents such as memos, letters, reports and presentation materials according to UN standards with close guidance from the supervisor;
- Develop the relevant skills in organizing meetings relating to biodiversity and landscapes;
- Communicate with other UN agencies, NGOs and other stakeholders on relevant issues;

**The JPO training programme includes the following learning elements:**

The JPO will be given extensive on-the-job training in all aspects of the tasks required. Supervisor or relevant staff members will spend time to ensure the JPO fully understands what is required for each task and is given the relevant background information. All the training available to UNEP professional staff, (language, information technology, security training, etc.) will be available to the JPO. Substantive (environmental) training courses, etc. may be provided as necessary, upon discussion with the supervisor on its relevance and suitability to the assigned duties, and subject to availability and the workload during that particular period. The JPO will also be entitled to choose, in agreement with the supervisor, the training programmes s/he wishes to attend using the training budget potentially provided by the JPO agreement. The main objectives of the learning programme will be reviewed and refined at inception of assignment. Indicative learning objectives outlined in the previous section.

### **IV Supervision**

**Title of supervisor:** Chief, Terrestrial Ecosystems Unit, UNEP Nairobi

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

General objectives, workplan, key tasks and expected results, career development, job-satisfaction issues and any anticipated problems related to the assignment will be discussed and agreed with the JPO at inception of the assignment. The same issues will then be revised regularly throughout the JPO assignment period, as part of a regular performance review and career development process, using the UN Performance Appraisal System (e-PAS). Regular feedback/updates on the progress against workplan and on specific activities will also be discussed and presented by the JPO to the TEU team and supervisor, through regular contributions to the TEU performance reporting process. The JPO is also expected to consult regularly with the supervisor and TEU colleagues on any issues of policy or other sensitive matters. Final results of each set of activities, is regularly reviewed as part of the e-PAS process, for attainment of objectives and quality of work.

### **V Required Qualifications and Experience**

**Education:**

Advanced university degree (Master's degree or equivalent) in ecological sciences, agriculture, natural resources management, as well as development and/or or social sciences, or other relevant field such as i.e. economics or social sciences, providing there is a strong emphasis on natural resources management and conservation.

A first-level university degree in combination with qualifying professional experience may be accepted in lieu of the advanced university degree.

Specific studies and demonstrated hands-on professional experience in environmental field is a distinct advantage. Second-level academic degree in the above relevant technical fields is also an advantage.

**Working experience:**

Preferably 2 to maximal 4 years relevant working experience, including internships and voluntary work, in the implementation of environment related programmes, projects or activities is required.

Experience at the international level and familiarity with the UN system is advantageous.

**Languages:**

Fluency in written and oral English language is required; working knowledge of other UN languages a strong additional asset. Good writing skills, strong computer skills, good oral communication skills required.

**Key competencies:**

- Flexibility to work on a number of different activities, such as report-writing, co-ordination of meetings/workshops, project formulation and supervision, and assisting supervisor(s) in substantive and administrative work of the Unit as necessary;
- Ability to work as part of a multi-disciplinary team and to establish and maintain effective working relations within a multicultural working environment; and
- Ability to work under pressure and with good understanding and consideration of politically sensitive subject matters.

**VI Background information on Agency/Department/Section**

The UNEP Division of Environmental Policy Implementation is responsible, amongst other tasks, for the implementation of environmental policies and management practices for natural resources management at global, regional and national levels.

In co-operation with other Divisions of UNEP and intergovernmental and non-governmental organizations, the Terrestrial Ecosystems Unit catalyses and promotes action-oriented activities aiming at developing and strengthening global, regional and national programmes and action plans for assessing, valuing, conserving and maintaining landscapes and improving related professional and institutional capability. For additional information on UNEP's structure and organizational structure, see: <http://www.unep.org/about/Structure/tabid/129623/Default.aspx>

**VII Information on living conditions at Duty Station**

The post is based at the UNEP Headquarters in Nairobi, Kenya. Updated information on living conditions at the duty station will be provided to the selected candidate. General information on working and living conditions at the duty station and UN offices in Nairobi can also be found at: [www.unon.org](http://www.unon.org)

**VIII How to apply**

Applicants should submit an updated CV and letter of interest by e-mail to: [jpo.ccate@unep.org](mailto:jpo.ccate@unep.org)

Applications should clearly indicate reference to the post title: **UNEP Professional Officer – Terrestrial Ecosystems Management.**

**Applications received after June 15h 2014 will not be accepted.**

Applicants will receive acknowledgement of receipt of their submission. Only shortlisted candidates will be contacted.