

Advertisement

Junior Professional Officer

Donor Partnerships

UNEP

Closing: 15 June 2014



I General information

Title:	Officer for Coordination, Research and Analysis
Sector of Assignment:	Donor Partnerships and Contributions (DPC), Office for Operations and Corporate Services (OfO)
Country:	Kenya
Location (City):	Nairobi
Agency:	United Nations Environment Programme (UNEP)
Duration of Assignment:	Initially one year with the possibility to extend up to 3 years
Grade:	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 **people with the Dutch nationality**. For criteria see the website of Nedworc Foundation:

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

II Duties, responsibilities and Output Expectations

General

The Member States of the United Nations (and UNEP) committed, in the Rio+20 Summit in 2012, to provide secure, stable, adequate and increased financial resources (SSAIFR) to UNEP to enable it to deliver its strengthened mandate. A UNEP funding strategy was subsequently developed in collaboration between the Member States and the UNEP Secretariat to jointly achieve these funding commitments. The JPO will join the UNEP Secretariat team leading the implementation of the strategy and, in particular, support the organisation's collaboration with Member States and UNEP's internal coordination for this work. This will, in particular, entail research, analyses and comparative reviews towards (1) development of regional, country-by-country and sub-programme level strategies under the global strategy and (2) establishment of linkages between the funding priorities of the Member States and those of the Secretariat for the implementation of UNEP's Programme of Work and Budget (PoW). The JPO will also support the organization and reporting on the donor consultations.

1. *Development of funding strategies for regional offices, countries and sub-programmes based on UNEP's global funding strategy*

Summary of duties and expected output

- Conduct research and analysis in consultation with relevant regional and other UNEP offices for the development and update of country-by-country funding strategies for a selected set of countries.
- Assist sub-programme coordinators and regional offices in the development of their

strategies. While the respective programme officers and regional offices have the main responsibility for the content and data, DPC, with support of the JPO, will help with development of the structure and consistency of the strategies and support their availability through the on-line platform for information exchange.

- Conduct research and analysis for UNEP's potential engagement with private sector for funding.

2. Coordination of UNEP Secretariat for execution of its fund raising activities

Summary of duties and expected output

Matching funding needs and funding prospects

- Support the consultation and coordination work with the sub-programme coordinators and relevant divisions and offices to identify funding gaps and priorities for implementation of the PoW.
- Support identification of donor interests in various projects under UNEP's PoW and prepare recommendations as to where the funding needs and funding prospects meet.
- Support the analysis on suitability of various funding sources for the identified gaps.
- Contribute to the development of an on-line tool for information exchange that provides accurate and relevant information on the funding status, priorities and gaps
- Contribute to provision of timely and accurate information to the regional offices, in particular, on their respective Member States and regularly follow-up with them.

3. Planning and conduct of donor meetings and consultations

Summary of duties and expected output

- Monitor the calendars of the Executive Director and Deputy Executive Director to identify opportunities for organizing annual consultations and other meetings with donors to promote the implementation of the funding strategy.
- Support the preparation of briefs to senior management based on the agreed agenda. Review briefs for their format, clarity and relevance vis-à-vis provided annotated agenda.

III Training component: Learning elements and expectations

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

- Understand the main structure and functions of the organization, its PoW and budget, its strategic planning and results based reporting efforts and how these support resource mobilization efforts. The JPO will also have a basic knowledge of the functioning of the UNEP governing bodies and how to interact with the diplomatic missions. The JPO will be able to independently update and assess the quality of data on the information exchange platforms used for the funding work.
- Make knowledge-based arguments for the funding priorities of the organization both within the organization and with Member States. He/She will be able to advise colleagues on the potential funding sources for the identified funding gaps. The JPO will be able to produce clear and concise written materials and summaries. The JPO will also have built a good network of colleagues whom to liaise with for various assignments.
- Make presentations and arguments in public on UNEP's funding priorities and independently critique and improve documents on funding and funding strategies. The JPO will be able to make suggestions on the donor consultations and priorities as well as independently assess the quality of contributions from other offices.

The JPO training programme includes the following learning elements:

- The training most relevant to the duties and responsibilities of the JPO will be conducted on the job. As the successful completion of the majority of the JPO's work requires consultations and communications with other UNEP offices, staff and Member States, the JPO will be

encouraged and guided to actively build his/her network and networking skills and know the key people that she/he needs to work with. The JPO will also get early exposure to the Member States and their representatives to learn the ropes of consultations and diplomacy.

- The JPO will be introduced to the organisation's Medium Term Strategy and PoW and budget which form the basis for understanding what the organization does and what it needs to achieve. This will facilitate the work on identification of funding gaps, priorities and where the funding could be potentially generated from.
- The JPO will be encouraged to think critically and express his/her findings and conclusions on various topics clearly and succinctly, both orally and in writing.
- The JPO will also have access to the UN training programmes, both physical and on-line, including language training in any of the six official languages of the organization. An early overview of the available courses and materials will be made to enable JPO to consider the most relevant parts also taking into account his/her strengths, weaknesses and learning needs.

IV Supervision

Title of supervisor: Senior Programme Officer, Donor Partnerships and Contributions

Content and methodology of supervision

- The JPO will join the small but dynamic DPC team as an equal professional with his/her area of expertise. His/her workplan will be developed in close collaboration with the JPO drawing from the overall unit workplan and clarifying the main responsibilities and expectations for delivery of results. The performance assessment will be a continued dialogue throughout the JPO tenancy. Furthermore, a mid-year and annual formal appraisal will be conducted.
- The supervisor will provide the JPO regular feedback and support during all the assignments. Generally, the assignments are started by working through an example to clarify the requirements and expectations and then allowing the JPO to apply these knowledge and skills to complete the assignment.
- The JPO is expected to have initiative and ability to work independently while also having a good understanding when to consult colleagues and the supervisor. The JPO will be extended all the support needed as the assignments are expected to be challenging.

V Required Qualifications and Experience

Education:

Master degree or equivalent in international and/or environmental policy, law or business.

Working experience :

Preferably 2 to maximal 4 years relevant working experience, including internships and voluntary work. 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 is an asset.

Key competencies

- Professionalism: ability to focus and provide accurate and relevant analysis on political and programmatic documents;
- Communication: ability to communicate clearly and effectively both in terms of writing a range of different communications from strategies to daily information exchanges and orally to various audiences from colleagues to member states;
- Teamwork: ability to work in a team, both as a member and a team leader, and take

responsibility of the teams successes and challenges

- Client orientation: treat both colleagues and member states and other donors as clients of DPC.

VI Background information on Agency/Department/Section

Under the Office of Operations of UNEP (OfO), the Donor Partnerships and Contributions Section (DPC) is charged with the responsibility for directing UNEP's efforts in encouraging our Member States and other partners to provide UNEP with the necessary means to fulfill its mission and mandate. DPC builds and maintains strong and open relations with donors and builds trust and confidence in UNEP so that UNEP is viewed as a good investment both for the donors and the global environment in general. DPC provides strategies for resource mobilization efforts at various levels within the organization as well as builds and shares knowledge with divisions, sub-programme coordinators and regional offices in support of their efforts to generate additional contributions to UNEP. DPC also manages the contributions process, including keeping track of contributions and informing UNEP management of the funding situation.

Regarding UNEP's overall mandate and mission, please visit www.unep.org

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

VIII How to apply

Applicants should submit an updated CV and letter of interest by e-mail to: jpo.donorpartnerships@unep.org.

Applications should clearly indicate reference to the post title: **UNEP Professional Officer – Donor Partnerships**.

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.