



**UNEP Junior Professional Officer
Terms of Reference
2011-2012**

GENERAL INFORMATION:

UNEP - Division of Environmental Policy Implementation (DEPI)	
Area of Responsibility:	Climate Change Adaptation
Branch/Unit:	Climate Change Adaptation Unit
Duty Station:	Nairobi, Kenya
Duration:	Two years (initially with a possibility of a third year)
Grade:	P1 step I or P2 step I the first year, depending on the level of education and experience

SUPERVISION:

Direct supervision by:	Musonda Mumba
Title supervisor:	Programme Officer
Location supervisor:	UNEP, Nairobi, Kenya
Unit supervisor:	Tim Kasten, Officer-in-Charge, CCAU
Supervisor's e-mail	musonda.mumba@unep.org

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 **Dutch and European Union nationals or permanent residents of the Netherlands** (see for criteria the website of the Dutch Ministry of Foreign Affairs: (see for criteria the website of the Dutch Ministry of Foreign Affairs: http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme

Nature of supervision:

JPO will receive supervision depending on the task, and more independence once the initial training and guidance has been given. The JPO will be part of the ePAS evaluation system and will receive regular feedback and guidance.

DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

Under the supervision of the Programme Officer, the JPO will assist in the development and implementation of UNEP's Ecosystem-Based Adaptation Flagship Programme and the Global Adaptation Network. In this capacity, the incumbent will work on a wide spectrum of policy and project level activities in addressing adaptation to climate change, its linkages to ecosystem services and ecosystem management, and knowledge mobilization. The requested duration is from 1st January 2011 – 31st December 2012.

The duty station will be in Nairobi, with travel approximately 4-6 times a year to project countries and for policy meetings. The role is divided into four components as follows:

1. Project Coordination

The incumbent shall provide assistance in the development and implementation of activities contributing to UNEP's Ecosystem-Based Adaptation Flagship Programme and the Global Adaptation Network. This shall entail project development, programme and activity planning, assisting in budgeting, assisting in contract and personnel management, knowledge management, monitoring and reporting.

2. Technical and substantive project input

A. The incumbent will support the development and implementation of UNEP's Ecosystem-Based Adaptation (EBA) Programme through the following functions:

- Assist in the finalization of the EBA Programme through a partnership consultation process
- Support the development of project documents and work packages on the Programme sub-components: (i) Assessments and Knowledge Support, (ii) Capacity Building and Demonstration, and (iii) Integration of EBA options into National Adaptation Plans
- Contribute to the development of work plans, legal agreements, and terms of reference for the implementation of the Programme, and to the monitoring of their implementation
- Facilitate the establishment and maintenance of partnerships with key stakeholders for the implementation of the EBA Programme
- Support the collection and dissemination of good EBA practices, and the implementation of knowledge-sharing and awareness-raising activities
- Facilitate the establishment of the EBA Knowledge Management System as part of the Global Adaptation Network
- Assist in the development and dissemination of communication and outreach materials on the EBA Programme
- Support resource mobilization efforts for the EBA programme, including through the drafting of funding proposals

B. The incumbent will support the development and implementation of the Global Adaptation Network through the following functions:

- Provide support to the consultative development of the Global Adaptation Network and consolidation of the partnership around it (e.g. through organization of meetings, developing background documents, etc)
- Support the establishment of the global governance and technical support structures (e.g. through support in drafting Terms of Reference, etc)
- Provide technical support to the Regional Networks and their Secretariats to assist the initiation of their activities
- Contribute the development of the Network Knowledge Management System, including setting up of a an interactive online portal, and the initiation of a database of good adaptation practices
- Provide support to the implementation of knowledge-sharing activities and provision of advisory services at global and regional levels
- Assist in the development and dissemination of communication and outreach materials on the Network
- Support resource mobilization efforts for the Network, including through the drafting of funding proposals

3. Liaison with key stakeholders and partners

Close cooperation with the important potential project stakeholders is a prerequisite for the successful development and subsequent achievement of the Ecosystem-Based Adaptation Programme and the Global Adaptation Network. This will involve a wide range of actors including UN agencies, national and international NGOs and governments. The incumbent will build and maintain partnerships and contacts with key stakeholders through the following activities:

- Support the maintenance and strengthening of contacts with current and potential partners
- Facilitate the organization of and participate in meetings with partners
- Coordinate and support the Unit's participation in workshops and conferences for the exchange of ideas and information with experts
- Participate in the development of communication materials and organization of outreach events to raise awareness of climate change adaptation and UNEP's role and initiatives in the area
- Liaise with the general public, including through responding to queries from various stakeholders

4. Other duties

The incumbent will participate in the continuous development and reporting of the activities of the Climate Change Adaptation Unit. S/he may also be asked occasionally to provide technical support on other climate change adaptation initiatives that the Unit is undertaking, in particular for the provision of support to international and regional policy processes on climate change adaptation.

The incumbent will contribute to the strengthening of the integration and coordination of climate change adaptation activities within UNEP, across Divisions and Regional Offices. S/he will liaise with other Units, Divisions and Offices in the development of plans, programmes and projects, facilitate the organization of and participate in intra- and interdivisional meetings and workshops, and assist in raising awareness of and building capacity for climate change adaptation within UNEP. From time to time, the incumbent will be required to represent the unit at inter-agency meetings, workshops and training events.

5. Travel

Travel to project countries and policy meetings will be required (about 4-6 times a year)

QUALIFICATIONS AND EXPERIENCE

Qualifications: A university degree in environmental or development studies, or related discipline

Work experience: Bachelor degree and 3 years of relevant experience or Master degree and preferably 2 years of relevant experience in environmental or development projects. Additional experience in climate change adaptation issues experience with different aspects of project management will be regarded as an asset.

Languages: Fluency in English is essential, knowledge of other UN languages is desirable

Skills: Good working knowledge of MS Office is essential

Competencies:

Communication – Good communication skills (spoken and written), including the ability to present sensitive issues and prepare reports on short notice

Teamwork – Ability to work collaboratively to achieve organizational goals in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Planning and organizing – Ability to identify priorities, work to tight deadlines, handle concurrent projects and coordinate the work of others

Professionalism – Professional competence and mastering of environmental and in particular climate change adaptation and ecosystem management issues

TRAINING AND LEARNING ELEMENT

The JPO will have the opportunity to participate in training programmes on climate change adaptation, ecosystem management and knowledge management where and when opportunities arise. If possible, project development & implementation and leadership training programmes will also be offered. The JPO can also participate in the UN Secretariat's general training programmes, including language training. In addition, s/he can participate in training sessions that are tailor-made specifically for the UNEP Division of Environmental Policy Implementation, depending on the available spaces and job requirements.

BACKGROUND INFORMATION

UNEP's work on climate change adaptation focuses on three main areas: (i) Science and Assessments, (ii) Knowledge and Policy Support (including the development of the Global Adaptation Network), and (iii) Building the Resilience of Ecosystems for Adaptation.

The focus of UNEP's adaptation work is shifting increasingly towards Ecosystem-Based Adaptation (EBA). The EBA Programme is currently being developed in collaboration with key partners as one of UNEP's three Climate Change Flagship Programmes. The overarching goal of the Ecosystem-Based Adaptation Programme will be to help vulnerable communities adapt to climate change through good ecosystem management practices, and their integration into climate change strategies and action plans at various levels. The Programme will be delivered through three main overarching components in response to country needs. These components are (i) Assessments and Knowledge Support, (ii) Capacity Building and Demonstration, and (iii) Integration of EBA options into National Adaptation Plans.

The knowledge management aspects of the EBA Flagship Programme will be implemented through the Global Adaptation Network, which is a partnership initiative facilitated by UNEP. The overall objective of the Network is to help build climate resilience of vulnerable human systems, ecosystems and economies through the

mobilization of knowledge and technologies to support adaptation capacity building, policy-setting, planning and practices. The Network's focus areas of work are knowledge mobilization, sharing, and management, and the provision of knowledge support and advisory services.

The Climate Change Adaptation Unit leads and coordinates UNEP's work on climate change adaptation, and provides technical support to other Divisions and Regional Offices implementing climate change adaptation projects and activities.

HOW TO APPLY:

Candidates should submit their applications by email, together with a completed United Nations P-11 (Personal History) form - available from UNEP's website (<http://www.unep.org>) to the following address: dutchjpo.programme@unep.org.

Deadline for applications: 30 August 2010