



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

GENERAL INFORMATION:

UNEP - Division of Early Warning and Assessment (DEWA)	
Area of Responsibility:	Early Warning and Earth Observing Systems
Branch/Unit:	Early Warning Branch
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

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 (see for criteria the website of the Dutch Ministry of Foreign Affairs http://www.minbuza.nl/en/Key_Topics/Development_Cooperation/Associate_Experts_Programme)

DUTIES, RESPONSIBILITIES AND OUTPUT EXPECTATIONS

Under the supervision of the Chief, Early Warning Branch, the JPO will make an important contribution to the delivery of outputs in the spheres of early warning of emerging environmental threats, Earth observing systems and processes, environmental data and indicators and vulnerability/risk assessments – all of strategic importance to DEWA's work in support of UNEP's six priority areas and with special emphasis on adaptation to climate change, ecosystem management, resource efficiency and related areas of environmental governance (early warning, monitoring, assessment and reporting). The requested duration is from 1st January 2011 – 31st December 2012.

The incumbent will be expected to contribute the implementation of components of the Early Warning function of DEWA, documents, reports, briefs, alerts and other materials, including databases, as direct inputs to the implementation of UNEP Programme of Work 2010-11 and 2012-13. As well, development and implementation of project concepts and proposals in the areas of early warning of environmental emerging issues, risk/vulnerability and data and information management especially in the areas of adaptation to climate change, integrated assessments and ecosystems management, resource efficiency and related areas of environmental governance will be expected, along with substantive contributions to UNEP-DEWA website and other informational tools, as needed.

The duty station will be Nairobi, with travel approximately 2 times a year to meetings with early warning and earth observing system partners. The role is divided into two main components as follows:

1. Environmental emerging issues and early warning (40 %)

- Support implementation of functions and relevant components of UNEP's Early Warning Model for the identifying environmental emerging issues and threats with special emphasis on adaptation to climate change, ecosystem management, resource efficiency and related areas of environmental governance.
- Support preparation and publication of environmental alerts, bulletins and other relevant products.
- Assist in project development by drafting concept proposals and projects incorporating the log frame approach; draft and prepare briefings and presentations.
- Liaise with UNEP Regional Coordinators and other partners, including research institutions and contribute to improved intra- and inter divisional coordination.
- Identify and suggest opportunities and courses of action and collaboration on environmental alerts for emerging issues and trends.
- Assist in project management to ensure that benchmarks and expected results are achieved according to time plan.
- Participate in relevant meetings, including teleconferences, and missions as needed.

2. 1.Earth observations and monitoring (40 %):

- Prepare briefing notes and follow up on activities implemented by the global observing systems (GTOS, GOOS, GCOS, GEO/GEOSS committees, etc.) where UNEP-DEWA is involved, reflecting on linkages between the DEWA's provision of services in early warning of emerging environmental issues and Earth observing systems.
- Draft and provide substantive inputs to documents such as strategies, approaches and work plans of Earth observing bodies such as GEOSS, including relevant Committees where the EWB is participating (e.g. the Capacity Building Committee).
- Assist in the planning of meetings and consultation processes in which the EWB has a leading role.
- Participate in relevant meetings, including teleconferences, as requested.

4. Other duties

Support to the EWB Nairobi-based Section (20 %):

- Assist the Chief of the EWB in planning and monitoring of the Section's work plan and budget
- Assist in the content updating and maintenance of the Section's website
- Other related tasks on a day-to-day basis, as needed.

5. Travel

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

QUALIFICATIONS AND EXPERIENCE

Qualifications: First university degree or masters from a recognised university in a field related to environmental sciences. An advanced university degree from a recognised university an advantage.

Work experience: Bachelor degree and 3 years of relevant experience or Master degree and preferably 2 years of relevant experience.at the national level, or international level in environmental emerging issues, environmental alerts,

vulnerability and risk assessments, and related geo-referenced data and information issues (Earth observations, geographic information systems and databases, remotely sensed data analysis), with emphasis on applications in the areas of climate change, ecosystems, resource efficiency and/or integrated environmental assessments.

Project development and management experience a definite advantage

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

Skills: the candidate must be computer literate (excellent working knowledge of MS Office, geographic information systems such ArcInfo, ArcGIS, knowledgeable of Internet-based search engines and software).

Competencies:

Teamwork, good communication and organizational skills as well as professionalism, integrity and respect for cultural diversity and gender are required to properly carry out the duties and responsibilities within the context of the posting.

TRAINING AND LEARNING ELEMENT

The JPO will report to the Chief of the Early Warning Branch as his/her direct supervisor. The DEWA-EWB has established regular weekly meetings to discuss programme and project implementation and assignments of urgent issues. The DEWA has monthly meetings which cover a number of programmatic and staff related matters. The JPO is also expected to meet with his/her supervisor regularly, subjected to demands of work. Interaction with other members of the EWB and the DEWA is expected from the JPO.

On-the-job training in preparation of project related documents and reports, project coordination and evaluation, organisation of meetings, and mentoring will be major element. Specialist training such as project cycle management can be taken among the ones offered by the United Nations Office in Nairobi (UNON) Training Centre. The UNON Training Center also offers language training, computer software training, PAS (Performance Appraisal System) training, management, writing skills training, amongst others.

In consultation with the supervisor, the training component may also include specific courses provided by external specialized institutes, as appropriate for the incumbent's work and personal development goals and within the budgetary limits allocated by the Sponsor.

After working in the EWB, the JPO will be able to draft concept project documents, coordinate multi-scale and multi-dimensional consultation processes, develop project proposals and contribute to project cycle management. Furthermore, the JPO will have

- acquired knowledge and working experience of the UN system, and results based management
- developed analytical skills in environmental emerging issues and early warning

- increased knowledge of global Earth observing systems and processes and their use for environmental monitoring, assessment and early warning, vulnerability and risk assessments
- made extensive contacts within and outside the UN system and worked in an international and multi-cultural environment.

The JPO will also be able to learn and appreciate the advantages of working in multi-cultural environments.

BACKGROUND INFORMATION

UNEP's work on early warning focuses on two main functions: (i) identification of environmental emerging issues and trends, and (ii) environmental data and indicators. These two areas support UNEP's work in environmental assessment and reporting, and the associated capacity building at national, regional and global levels, across UNEP sub-programmes.

The identification, analysis and communication of emerging issues is based on the Emerging Issues mechanism, a two-tier process which encompasses (a) a foresight process - an annual systematic procedure that will canvass top experts for identifying and ranking emerging issues, providing direct input to UNEP's POW planning process; and (b) a Global Environmental Alert Service that provides, in a more flexible manner, frequent updates to its member states and community about emerging topics on the global environmental scene. The Emerging Issues mechanism is entirely anchored in UNEP's Science Strategy. Identified emerging issues are published through alerts, bulletins and technical publications.

The Data and Indicators function delivers the environmental data, information and indicators needed for integrated environmental assessments, such as the Global Environmental Outlook (GEO), and other thematic assessments, including analysis of potential emerging issues. The GEO Data Portal, the Environment Data and Information Platform (EDIP) and knowledge management systems provide the tools for accessing and disseminating critical data and indicators about the environment.

An important component of the data and indicators function is the global Earth observations: systems, data and services. In this regard DEWA's EWB is the UNEP's focal point to a number of global observing systems such as GTOS, GOOS and GCOS (global terrestrial, oceans and climate), and represents UNEP at the GEO/GEOSS (Group on Earth Observations/Global Earth Observing System of Systems), participating in committees and task groups.

The EWB delivers its functions in the context of UNEP sub-programmes, in close collaboration with the other two branches of DEWA (the Scientific Assessments and Capacity Development) and other UNEP Divisions.

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