

# Advertisement

Junior Professional Officer

Inter-agency coordination officer



United Nations Environment  
Programme

Closing date: 30 October  
2020

## I General information

<b>Title:</b>	Inter-agency Coordination Officer
<b>Sector of Assignment:</b>	Environment
<b>Country:</b>	United States
<b>Location (City):</b>	New York City
<b>Agency:</b>	United Nations Environment Programme, New York Office
<b>Duration of Assignment:</b>	Initially one year with the possibility to extend up to a maximum of 3 years
<b>Grade:</b>	P2 step 1 in the first year, or P1 step 1, 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 **NATIONALS OF DEVELOPING COUNTRIES THAT APPEAR ON THE LIST OF THE FOLLOWING COUNTRIES ELIGIBLE FOR THE DUTCH JPO PROGRAMME:**

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

For criteria see the website of Nedworc Foundation:

<https://nedworcfoundation.nl/junior-professional-officers-programme/>

Please read the criteria and FAQ section carefully before considering applying

## II Duties

### General

#### Objective of position:

The JPO is required as part of the strengthening of UN Environment's engagement in inter-agency processes in New York to enhance its ability to respond to the needs expressed by member states and deliver on system-wide coordination and strategic policy guidance on environmental sustainability and sustainable development.

#### 1. Promote effective cooperation and enhance policy coherence with UN system counterparts

Summary of duties

- Engage in UN inter-agency coordination processes to promote effective cooperation in the field of environment and sustainable development, and to increase UNEP's visibility and delivery as part of the UN system
- Contribute to UN system-wide approaches at global, regional and national levels in support of the implementation of the 2030 Agenda and the SDGs
- Contribute to ensuring that environmental aspects are well embedded into policies and programmes of the UN through UN Inter-agency affairs work
- Establish and maintain effective working relationships with environmental and sustainable development focal points in the UN system.

## **2. Support preparations for, participation in and follow-up to UN inter-agency meetings**

### Summary of duties

- Support preparations for the meetings of the UN System Chief Executive Board's High-level Committee on Programmes (HLCP) and UN Sustainable Development Group (UNSDG), including their respective working groups and task teams
- Cover and represent UNEP as required in thematic inter-agency meetings, reporting back and ensuring necessary follow-up.
- Coordinate and prepare substantive inputs to UN inter-agency documents, presenting information gathered from diverse sources; and review relevant documents
- Provide analytical reports on inter-agency processes, meetings and briefings on issues related to environmental sustainability and sustainable development, as well as UN reform.

## **3. Liaise with UNEP divisions and regional offices to advise on opportunities and obtain timely input to inter-agency and to relevant inter-governmental processes, supporting the delivery of UNEP's programme and enhanced UN system policy coherence.**

### Summary of duties

- Leverage technical environment expertise of the UNEP colleagues to inject into UN inter-agency processes.
- Provide updates to UNEP colleagues on developments in inter-agency processes and their importance and relevance for UNEP's work as part of the UN system
- Undertake background research and contribute to policy analysis of developments in inter-governmental fora relevant to inter-agency processes.

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

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

- Draft reports and briefing documents according to standards required of the New York Office and consistent with UN style and format and protocol.
- Prepare high-quality correspondence consistent with UN style and format and protocol.
- Prepare inputs to support decision-making by UNEP Senior Management.
- Additional skills acquired by the JPO related to environmental/technical/management areas includes knowledge of UN system, contacts in and outside UN system, understanding multicultural work-environment, familiarity with rules and regulations, improved negotiating skills, improved editing/writing/reporting, organizational/evaluation skills

The JPO training programme includes the following learning elements:

- *On the job training:*
  - The JPO will receive unique experience and training within the New York Office of a UN system organization, including the functioning of inter-agency coordination mechanisms.
  - The JPO will receive an overview of the range of environmental sustainability issues within UNEP's work programme, including, including in the context of UN system reform and implementation of the 2030 Agenda for Sustainable Development. T

- he JPO will receive exposure to the functioning of intergovernmental bodies and will obtain an in-depth understanding of the UN system organizations that work on sustainable development. *UN training courses:*
- The JPO will be required to take several training courses that are mandatory for UN staff, including on ethics, security, etc.
- The JPO position includes a Duty travel and training allowance (DTTA) of \$ 4.000 per year which may be used for learning activities related to the assignment and career development.

## IV Supervision

**Title of supervisor:** Senior Programme Officer for Inter-agency affairs

### Content and methodology of supervision

- The JPO will receive an introduction to UNEP, the New York Office and its work programme, orientation on the overall work of UNEP, and of the UN, including the General Assembly, ECOSOC and HLPF, and relevant UN specialized agencies, funds and programmes.
- The JPO will carry out regular discussion and evaluation with the supervisor considering a previously-established E-Performance Plan. This will include the frequency and nature of assessments of accomplishments, review of problems, discussions on job-satisfaction; discussion of development plan and learning objectives (see training and learning elements), and guidance to be provided in development of workplan and project implementation.
- Guidance will be provided through interaction with the supervisor on a regular basis. The overall context of management and guidance includes discussion of general objectives, desired results and anticipated problems. Regular feedback on the progress of activities is obtained by the supervisor through review of work in process.
- The JPO is expected to carry out the duties under general supervision and to consult with the supervisor on issues of policy or other sensitive matters. Results of each set of activities, is reviewed for attainment of objectives and quality of work. In addition, guidance will be provided to the JPO through a supporting team structure.

## V Required Qualifications and Experience

### Education:

Master's degree or equivalent in a field related to the environment, sustainable development, economics, law, international relations, or political science.

A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience (at least 3 years of relevant working experience) may be accepted in lieu of an advanced university degree.

Part of the candidates' **academic** training must have taken place in a developing country that appears on the following list of eligible countries of the Dutch JPO Programme.

<http://www.nedworcfoundation.nl/pdf/List%20of%20eligible%20countries%20%20November%202018.pdf>

### Working experience:

Two to maximal 4 years relevant working experience at the national or at the international level in sustainable development and implementation of environmental related programmes, projects and activities is required. Experience in national administration and/or at the international level is advantageous.

All paid work experience since obtaining bachelor's degree will/can be considered.

**Languages:** Fluency in oral and written English is essential, particularly written communication. A good working knowledge of French or Spanish is desirable.

**Key competencies**

- *Professionalism* - Knowledge of policies/procedures in the area of environmental sustainability and sustainable development; good research, analytical and problem-solving skills, including ability to identify and contribute to the solution of problems/issues; familiarity with and in the use of various research methodologies and sources and sound judgment.
- *Planning and organizing* - Strong organizational skills, including proven ability to effectively plan and coordinate own work as well as that of others.
- *Communication* (spoken and written) skills, including the ability to draft policy and technical reports, correspondence, studies and other communications to various counterparts and to articulate ideas in a clear and concise manner.
- *Teamwork* – Good interpersonal skills and ability to establish and maintain effective partnership and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender in organization and management of meetings and in project implementation.

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

The United Nations Environment Programme (UN Environment) 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 system, and serves as an authoritative advocate for the global environment.

UN Environment's New York Office is a bridge builder, specialized in establishing and maintaining critical links with the UN Secretariat, UN organizations and entities headquartered in New York, Permanent Missions to the UN, civil society organizations, academic institutions and others, to ensure that the environmental dimension is integrated and mainstream in the UN work and processes. The New York Office provides strategic policy guidance in the context of the UN's work on sustainable development and represents UN Environment at all appropriate internal and Member States and intergovernmental meetings.

<https://www.unenvironment.org/> <https://www.unenvironment.org/regions/north-america/new-york-office>

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

The UN classifies Nairobi as a Headquarter (H) duty station where staff members enjoy normal living conditions and are thus not entitled to mobility and hardship allowances.

**VIII. How to apply**

To apply for this job, please submit your application to Omar Gueye on the following email address: [gueye2@un.org](mailto:gueye2@un.org)

Please attach the following documents to the application:

- Cover letter
- CV
- Copy of degree certificate
- Copy of passport

Only shortlisted candidates will be contacted.