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Description

Org. Setting and Reporting

The United Nations Environment Programme (UNEP) is the United Nations system's designated entity for addressing environmental issues at the global and regional level. Its mandate is to coordinate the development of environmental policy consensus by keeping the global environment under review and bringing emerging issues to the attention of governments and the international community for action.

UNEP's Ecosystem Division works with international and national partners, providing technical assistance and advisory services for the implementation of environmental policy, and strengthening the environmental management capacity of developing countries and countries with economies in transition.

This post is located in Marine and International Waters Unit at the Nairobi duty station. Under the supervision of the Chief, Marine and International Waters Unit the incumbent will undertake the following duties:

Responsibilities

1. Compile data and information on the development and formulation of inter linkages between Marine Ecosystems management, small islands and Climate Change Mitigation and Adaptation activities:
 - a) Provide support to the development of project activities under the UNEP Programme of Work;
 - b) Draft responses to requests and inquiries from other organizations and the general public;
 - c) Research and analyze the inter-linkages, overlaps between and among marine ecosystems, small islands and climate change programmes activities;
 - d) Develop and implement projects on change adaptation and mitigation, blue economy, climate finance, sustainable management of marine and coastal ecosystem, under the programme of work;
 - e) Draft UNEP legal instruments for implementation with partners, and manage reporting to donors;
 - f) Participate in the Division/Unit meetings on the programme of work formulation and drafting of documents.

2. Establish joint information and outreach strategies among member states with relevant partners to enhance the visibility and impact of the marine and coastal ecosystem links to climate change and climate finance activities:
 - a) Contribute to information and knowledge flow, dissemination and public outreach;
 - b) Write and/or edit as appropriate, various marine and climate change communication outputs;
 - c) Assist in maintaining synergies with the UNEP Communications Division;
 - d) Establish and maintain a database of major partners, stakeholders networks and projects on marine and coastal ecosystems, blue economy and climate change in the regions and status of implementation;
 - e) Compile and collate annual statements on current/emerging issues that are bound to attract policy and media attention on the ecosystem management and climate change sub- programmes of UNEP.

Programme Management Officer

Hiring organization

United Nations Environment Programme (UNEP)

Employment Type

Full-time

3. Assist the coastal and marine ecosystems management and the climate change adaptation and mitigation initiatives in the technical coordination of the activities related to coastal and marine ecosystem, blue economy, climate finance and climate change as outlined in the work programme of UNEP, and emerging issues on ecosystem management and climate change sub-programmes:

- a) Analyze decisions taken by the Governing Council, the General Assembly, Conference of the Parties Meetings for regional seas conventions, other relevant Intergovernmental Meetings, and UNEP Senior Management Team decisions for issues related to coastal and marine ecosystem, blue finance and climate change;
- b) Assist in facilitating logistical arrangements in the preparation of inter-governmental meetings to ensure participation in climate change and marine networks and related activities by governmental and nongovernmental organizations;
- c) Follow-up and review reports from meetings of relevant partner institutions such as the Global Environmental Facility (GEF), the Global Forum on Oceans, Coasts and Islands, United Nations Framework Convention on Climate Change (UNFCCC), Convention on Biological Diversity (CBD), Food and Agricultural Organisation of the United Nations, and the Intergovernmental Oceanographic Commission (IOC) of UNESCO;
- d) Participate and contribute effectively to climate change mitigation and adaptation networks, climate finance and environment fund workshops and assessment processes.

4. Collect and analyze data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting

Competencies

PROFESSIONALISM: Knowledge and understanding of theories, concepts and approaches relevant to marine and coastal ecosystem assessment and management, climate change impact assessment and coastal and marine mitigation and adaptation and linkages between ecosystem functions and climate change. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to develop sources for data collection. Ability to analyze and interpret data in support of decision-making and convey resulting information to management. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Shows pride in work and in achievements; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match audience; Demonstrates openness in sharing information and keeping people informed.

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; Is willing to learn from others; Places team agenda before personal agenda; Supports and acts

in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Advanced university degree (Master's degree or equivalent) in environmental economics, environment management, environment finance, environmental sciences, marine science, geography, climate finance or related fields is required.

A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Successful completion of both degree and non-degree programs in data analytics, business analytics or data science programs is desirable.

Work Experience

A minimum of five (5) years of relevant working experience in project or programme management in the context of Environmental economics, environmental management, climate finance, green and blue economy, marine, oceans or related fields at national, regional or international levels is required.

At least three (3) years of experience in the field at international level is required.

Experience in large-scale project design, management, supervision, monitoring, and evaluation in the fields of climate finance, blue and/or green economy, carbon finance in developing countries context is required.

Experience of working with different climate and environment funds such as GEF, GCF, GFCR, and other climate trust funds in a multicounty context is desirable.

Work experience within UN or other international Organisations is desirable.

Two (2) years or more of experience in data analytics or related area is desirable

Languages

English and French are the working languages of the United Nations Secretariat. For this position fluency in English is required.

NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

Assessment

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

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