

Posting Title : PROGRAMME MANAGEMENT OFFICER (AIR QUALITY), P3  
Job Code Title : PROGRAMME MANAGEMENT OFFICER  
Department/ Office : United Nations Environment Programme  
Location : NAIROBI  
Posting Period : 13 August 2024-26 September 2024  
Job Opening number : 24-Programme Management-UNEP-239079-R-NAIROBI (R)  
Staffing Exercise : N/A

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United Nations Core Values: Integrity, Professionalism, Respect for Diversity

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### **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. The overall objective of the UNEP's Industry and Economy Division is to encourage decision makers in government, local authorities and industry to develop and adopt policies, strategies and practices and technologies that promote sustainable patterns of consumption and production, make efficient use of natural resources, ensure safe management of chemicals and contribute to making trade and environment policies mutually supportive. It promotes the development, use and transfer of policies, technologies, economic instruments, managerial practices and other tools that assist in environmentally sound decision making and the building of corresponding activities. This position is located in the UNEP/Industry and Economy Division, Chemicals and Health Branch, Pollution and Health Unit, Nairobi duty station. Under the overall guidance of the Unit Head and direct supervision of the Air Quality Coordinator, the incumbent will be responsible for the following duties:

### **Responsibilities**

1) Provide technical support to and facilitate cooperation under the Global Air Quality Cooperation Network established as part of UNEA Resolution 6/10, including through organization of meetings and facilitation of information and knowledge exchange; 2) Facilitate coordination with and participation of air quality regional and sub-regional cooperation entities as part of the global network; 3) Manage projects and related funds including through monitoring and reporting and develop fundraising proposals addressing air pollution; 4)

Provide advisory services to member states, including at sub-national levels, and facilitate multisectoral efforts, to improve air quality management capacities and address key air pollution sources;5) Provide technical support to and promote engagement of private sector actors from key high-impact sectors including industry, agriculture and waste in combatting air pollution and promoting air quality;6) Collects and analyzes 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;7) Performs other duties as may be required.

## **Competencies**

**PROFESSIONALISM:** Knowledge of Air Quality management and Air Pollution prevention and control. Knowledge of programme management methods and techniques. Ability to analyze and interpret data in support of decision-making and convey resulting information to management. Shows pride in work and in achievements. 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.

**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.

**CLIENT ORIENTATION:** Good communication skills. Excellent English drafting skills. Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

## **Education**

An advanced university degree (Master's or Doctorate degree, or equivalent) in environmental or physical sciences, engineering, chemistry, or related fields is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work 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.

## **Job Specific Qualifications**

Certification in Project Management such as Prince2 or similar is desirable.

## **Work Experience**

A minimum of five years of progressively responsible experience in air pollution prevention and control programmes is required. At least three years of experience in working with governments at the national and international levels is required. Experience with partnership development and with private sector is desirable. A minimum of 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 the position advertised, fluency in English is required. Knowledge of another official United Nations language is desirable. 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 may include an assessment exercise which may be followed by competency-based interview.

## **Special Notice**

Appointment against this project position is for an initial period of one (1) year and may be subject to extension. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position. Pursuant to section 7.11 of ST/AI/2012/2/Rev.1, candidates recruited through the young professionals' programme who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position. For this position, applicants from the following Member States, which are unrepresented or under-represented in the UN secretariat as of 31 May 2024, are strongly encouraged to apply: Andorra, Angola, Antigua and Barbuda, Bahrain, Belize, Brunei Darussalam, China, Cuba, Democratic People's Republic of Korea, Dominica, Equatorial Guinea, Germany, Grenada, Guinea-Bissau, Hungary, Indonesia, Israel, Japan, Kiribati, Kuwait, Lao People's Democratic Republic, Libya, Liechtenstein, Malta, Marshall Islands, Micronesia (Federated States of), Monaco, Nauru, Oman, Palau, Panama, Papua New Guinea, Paraguay, Qatar, Republic of Korea, Saint Lucia, Saint Vincent and the Grenadines, Sao Tome and Principe, Saudi Arabia, Singapore, Solomon Islands, Somalia, Thailand, Timor-Leste, Turkmenistan, Tuvalu, United Arab Emirates, United States of America, Vanuatu. When completing the Candidate Profile form, ensure ALL fields, ALL professional experience and contact information are completed and

up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you. Individual Contractors and Consultants who have worked within the UN Secretariat in the last six months, irrespective of the administering entity, are ineligible to apply for or be appointed to any professional and higher temporary or fixed-term positions, within six months of the end of their current or most recent service. For such positions, at least six months need to have elapsed between the end of a consultancy or individual contract and the time of application and consideration for an appointment as a staff member under the Staff Rules and Regulations of the United Nations. Applicants, who successfully go through a competitive recruitment process and are recommended for selection and/or inclusion in the roster of pre-approved candidates for subsequent job openings at the same level and with similar functions, may have their application information and roster status shared with other UN Organizations. Such applicants may be contacted by other UN Organizations for similar job openings, subject to the confirmation of their interest. Placement on the roster is no guarantee of a future selection. At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application. On-line applications will be acknowledged where an email address has been provided. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. If the problem persists, please seek technical assistance through the Inspira "Contact Us" link. Unit

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of

the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions. Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.