

Job Opening UNITED NATIONS ENVIRONMENT JUNIOR PROFESSIONAL OFFICER		
General Information		
Note: This post is open in the context of the Junior Professional Officer (JPO) Programme sponsored by the Government of the Republic of Korea and is addressed exclusively to candidates of the Republic of Korea. For general information on the JPO Programme of the Republic of Korea, please visit the website of the International Organizations Recruitment Center, Ministry of Foreign Affairs of the Republic of Korea at https://unrecruit.mofa.go.kr		
Post Title	Associate Programme Officer (Air Quality)	
Office/Division/MEA	Asia and the Pacific Office	
Unit	Chemicals and Pollution Action Sub-Programme	
Location	Bangkok	
Duration	2 years, with the possibility of extension	
Grade	P2	
Application Deadline:	Friday, 1st August 2025 at 11:59 PM KST	
I Background information on UN Environment and the requesting Unit		
Background information on Agency/Department/Section The UN Environment Programme (UNEP) 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. UNEP's mission is to provide leadership and encourage partnership in caring for the environment by inspiring, informing, and enabling nations and peoples to improve their quality of life without compromising that of future generations. UNEP's Regional Office for Asia and the Pacific, located in Bangkok, geographically serves 41 countries across the region to promote and implement sustainable development solutions. It assists countries in their implementation of the 2030 Agenda for Sustainable Development including providing technical expertise, facilitating access to finance, undertaking cutting-edge science-policy assessments, offering advisory services and strengthening laws, policies, management and governance. It works in close partnership with key stakeholders including governments, the private sector, civil society, and other UN agencies. Addressing air pollution is among the region's top environmental priorities. The Asia and the Pacific Office strengthens the capacities of governments on clean air by enhancing understanding of air pollution sources and impacts, supporting legislation and regulatory frameworks, catalyzing actions and policies across high emitting sectors through policy, technology and finance, and promoting regional cooperation and advocacy efforts.		

The Asia Pacific Office plays a pivotal role in addressing air pollution in the region by:

- Mobilizing technology, industry and private sector partnerships to redirect investments in high-impact sectors;
- Providing advisory support to countries and cities in detecting and reducing harmful pollutants through policy and regulatory actions;
- Enhancing the evidence base for informed decision-making by conducting air quality monitoring, health -impact assessments, sector-specific interventions, and economic analyses; and
- Strengthening global and regional movements focusing on air quality advocacy and networks.

The Asia Pacific Office leads facilitation of several mechanisms to strengthen regional cooperation on air quality including International Day of Clean Air for blue skies, EANET, Asia Pacific Clean Air Partnership, and the Thematic Working Group on Air Quality and Health; and works very closely with other UN agencies, including UNESCAP, WHO, UNICEF etc. The important role of regional cooperation to address air pollution has been recognized by member states at the Sixth Session of the United Nations Environment Assembly (UNEA-6) in February 2024 with the adoption of a resolution on Promoting regional cooperation on air pollution to improve air quality globally. It is the third UNEA Resolution on air quality – highlighting the urgency of the issue globally and in the region. The UNEA 6/10 Resolution has a specific focus on regional cooperation, recognizing that to solve air pollution, it is critical to work together across borders.

Why is the Junior Professional Officer requested/needed?

Home to 60 per cent of the world's total population and 70 per cent of the world's populous cities, Asia-Pacific continues to experience fast urbanization expansion. However, the region's resource-intensive growth has come at a high price and poses a significant threat to people's well-being and the environment. Countries in the region continue to experience the highest levels of ambient fine particulate matter PM_{2.5}. In addition to health hazards, air pollution is a threat to the region's economy, food and water security, and climate systems. This hampers the region's efforts to grow sustainably and alleviate poverty.

UNEP's work on air pollution falls under the Chemicals and Pollution Action Pillar with a target that "By 2025, 30 per cent of the world's population live in areas where WHO Air Quality Interim Target 3 (15µg/m³) for outdoor PM_{2.5} (fine particulate matter) is attained". The intended outcome of the UNEP's interventions is that governments have measures, policies, or frameworks in place to reduce emissions of air pollutants from sources related to human activities for improved air quality and human health at national and subnational level through the support of UNEP.

The Junior Professional Officer (JPO) is requested to play a key role in the implementation and monitoring of UNEP Asia Pacific Office's key areas of intervention on addressing air pollution and provide technical backstopping of various projects at the national and regional level. The JPO will ensure that the interventions to improve air quality in Asia and the Pacific are well-coordinated and communicated internally, while providing technical expertise on these issues. The efforts will directly contribute to combating air pollution in Asia and the Pacific region by providing evidence-based insights and fostering effective solutions.

II Duties, responsibilities and Outputs Expectations

Main Duties and Responsibilities

- 1) **Strengthen delivery of advisory services to member states on regulatory, technological, and financial solutions to combat air pollution, including:**
 - Perform desk research, review relevant documents and reports, and prepare analyses to map the data, policy, technology and capacity landscape and identify gaps in Asia and the Pacific related to air pollution.

• Organize capacity development and awareness raising events to disseminate UNEP knowledge products and data tools and to facilitate knowledge sharing and peer-to-peer learning • Prepare various written outputs such as draft background papers, case studies, analytical notes, and sections of reports and publications. • Assist UNEP in supporting governments and stakeholders in formulating bankable projects for air pollution management. 2) Support the implementation of air quality activities at the regional and national level, including: • Contributing to the technical delivery of related project activities, coordinating with implementing partners and in-country partners. • Supporting the reporting and evaluation of projects. • Participating in the organization and development of training workshops, seminars and capacity building activities. • Contributing to the development of national and regional level project proposals. 3) Contribute to enhancing regional cooperation on air quality through partnerships, including: • Support the delivery of the air quality outputs under the Issue Based Coalition (IBC) on Raising Climate Ambition, and the delivery of the Asia Pacific Commemoration of the International Day of Clean Air for blue skies (IDCA). • Contributing to elements of a fundraising strategy and liaising with donors. • Organising outreach activities, stakeholder consultations and workshops on air quality. • Building network with key stakeholders including the government, industry, businesses, non-profit organisations, and other international organisations. 4) Perform any other relevant duties assigned. Output Expectations • Fully acquainted with the work of UNEP's work in relation to air pollution to support the implementation of associated projects and activities, with strong partnership with relevant agencies, governments, industry, academia and other stakeholders. • Provided technical assistance on policy, technology and financial solutions for clean air. • Undertook assignments that contribute to the successful implementation of the Programme of Work project and relevant UNEA resolutions related to science policy and air pollution • Contributed to technical delivery of related project activities • Successful stakeholder engagement activities to inform and connect with key stakeholders and build partnership
III Training component: Learning elements and expectations
Training The JPO will be offered the opportunity to undertake UN training courses such as project management training, leadership training, language training, computer training, performance appraisal training and career development. The JPO will be offered to undertake relevant training programmes organized by the learning center of the UN in Bangkok and/or the HQ in Nairobi. In addition, and whenever possible, the JPO will be given an opportunity to participate in relevant national and international conferences and events to get exposed to broader issues related to UNEP's work on air pollution.
Learning elements and expectations After one year, the JPO is expected to be able to:

- Have a good understanding of data/policy/technology/finance/capacity landscape, challenges and practical solutions in tackling air pollution in the region, and the UNEP Asia Pacific Office's work on air quality.
- Have increased knowledge of the UN system, especially the UNRC and UNCT processes and priorities and the role of UNEP within the UN system.
- Understand UNEP's programmatic and operational structures and related rules and regulations, which can be extended to other UN organizations.
- Contribute to the development of concept notes and project proposals.
- Draft background materials consistent with UN style format and protocol.
- Coordinate the work of various partner organizations and experts; understand internal and external reporting requirements and support the preparation of such reporting; and communicate effectively on the subject matter.

After two years of the assignment, the JPO is expected to be able to:

- Strengthen expertise and skills acquired in year one and lead on many areas.
- Be a resource expert in UNEP providing valuable and practical experience on reducing air pollution and provide technical support to UNEP staff.
- Develop and lead dialogue with UNEP teams for member states and UNEP partners raising awareness on subject matter.
- Have increased understanding of UNEP's programmatic and operational structures and related rules and regulations, which can be extended to other UN organizations.
- Design and present ideas for key activities to support the work programme.
- Undertake projects and assignments that will contribute to the successful implementation of the programme of work
- Develop project documents and project proposals; monitor progress in project implementation and take remedial actions; prepare financial and narrative reporting documents of projects.

IV Supervision

Title of Supervisor:

Regional Coordinator – Chemicals and Pollution Action, UNEP Regional Office for Asia and the Pacific

Content and methodology of supervision:

The receiving office and supervisor will aim to provide a high quality of supervision and mentoring to the JPO including the following elements:

- The supervisor will brief the JPO on arrival, as well as carry out introductions to colleagues in the office. Relevant internal orientation documents will be provided to enable the JPO to explore elements of interest in more detail independently.
- Expectations and activities/outputs will be discussed clearly in advance of assignments. The style of supervision will involve regular consultations and feedback on the attainment of objectives and quality of work will be given on delivery of agreed outputs. The supervision will include work programme discussion and evaluation in light of the performance appraisal, discussion of development plan and learning review of problems, discussions on job-satisfaction. The JPO and the supervisor will use Inspira, the UN Secretariat platform for online performance appraisal, to structure the timing and methodology of feedback and tracking of performance.
- 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.

The Asia and Pacific Office will identify a Buddy and Mentor for the JPO.

V Required Qualifications and Experience

Education

Advanced university degree (Master's degree or equivalent) in environmental sciences, atmospheric science, environmental engineering, environmental policy or a related field 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.

Work Experience

A minimum of two years of work experience in environmental science, environmental policy or environmental management is required. Prior experience with governments and/or at international organizations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English (oral and written) is required. Knowledge of another official UN language or an Asian language is desirable.

UN competencies

PROFESSIONALISM: Shows pride in work and achievements, 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, and remains calm in stressful situations.

COMMUNICATION: Excellent communication skills, written and spoken as well as ability to draft/edit a variety of written reports in English; ability to ask questions to clarify, exhibiting interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.

PLANNING AND ORGANIZING: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

VI Travel

As required by the Office, the JPO will undertake missions and/or conduct (in collaboration with the Regional Office for Asia and the Pacific) workshops/events in the region.

VII Living conditions at duty station

Normal living conditions for a large city in Asia (Bangkok).

General Requirements for candidates applying to the JPO Programme of the Republic of Korea:

- a) Korean citizenship
- b) Fluency in Korean and English
- c) Completion of university with a **Master's degree or equivalent**
- d) Certificate of English proficiency test
- e) Not older than 32 years of age as of 31st December, 2025 (born after 1st January, 1993). The maximum age limit for those who served in the military will be extended accordingly: one year will be extended for those who served for less than one year; two years will be extended for those who served for more than one year and less than two years; three years will be extended for those who served for two years or more.

f) Male applicants shall have completed the Korean military service or be exempted from it. Those who will be discharged from military service in the year of the application may also apply.

g) Applicants can apply for a maximum of two JPO positions sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.

Required Documents:

- a) A complete application (e.g., P11, PHP) and motivation letter in English
- b) A scanned copy of applicant's Resident Register in English, issued by the Korean Government
- c) A copy of university degree (Bachelor's/Master's degree) certificate in English
- d) A copy of English proficiency test certificate (Test scores are valid for 2 years after the test date)
Certificate of English proficiency test: Applicants should score a minimum of
 - (i) **TOEFL iBT 100 or (ii) TEPS 430 or (iii) IELTS 7 or (iv) TOEIC 900**
 - (ii) TOEFL 'Home Edition' score is accepted while 'MyBest Scores' are not accepted
 - (iii) IELTS General Training and Academic test are both accepted

Only for male applicants who have completed the national military service: A certificate of Korean Military Service in English. The maximum age limit for those who served in the military will be extended in accordance with the Support for Discharged Soldiers Act and the Military Service Law.

Only for low-income applicants: A scanned copy of a certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial translation in English

Only for persons with disability: A scanned copy of a certificate of person with disability issued in Korean and English

Application procedure:

Please send your complete application for this position to the email address below.
Please submit PDF files only.

UNEP-HR-JPO unep-hr-jpo@un.org

Applications must be received no later than **Friday, 1st August 2025 at 11:59 PM KST.**

Application received after that deadline will not be considered. Applications will receive a confirmation of receipt. Only short-listed candidates will be contacted.