



## **Terms of Reference for Junior Professional Officer (JPO)**

### **United Nations Framework Convention on Climate Change (UNFCCC)**

#### **I. General information**

**Sustainable Development Areas:** Climate Action

**Sector:** Programmes Coordination Department, UNFCCC

**Duty Stations:** Bonn, Germany

Background: **The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Programmes Coordination provides strategic direction and oversight in relation to the work of the four Programmes divisions (Adaptation, Mitigation, Means of Implementation, and Transparency) in order to ensure strategic, substantive and administrative coherence and synergy in the delivery of their work programmes, including in relation to the established intergovernmental processes and constituted bodies.

#### **II. Supervision**

Direct supervisor: Daniele VIOLETTI, Senior Director, Programmes Coordination Department

Content and methodology of supervision: The JPO will receive regular short-term guidance from the supervisor, through both a planned and an ad hoc setting as needed. Longer term guidance and feedback will be affected through the Performance Appraisal System (PAS). Regular feedback will be provided by the officer on a weekly basis, both to the supervisor and to the team to support short-term planning.

#### **III. Duties and responsibilities**

The JPO will work in the front office of Programmes Coordination Department, directly reporting to the Senior Director.

Responsibility:

- a) Assists the Senior Director and other relevant staff in the coordination of cross-cutting department issues;
- b) Conducts analysis of relevant substantive issues, including those relating to linkages to sustainable development goals and relevant work of other UN organizations, as contribution to the execution of tasks coordinated by the Department;
- c) Support the work of the Department on answering/addressing relevant internal and external queries;
- d) Participates, as required, in the preparation and conduct of internal and external meetings organized or attended by Programmes Coordination, including note-taking and preparing meeting summaries if needed;
- e) Contributes, under the guidance of the Senior Director and other relevant staff, to the preparation of presentations, briefs/reports and background papers.



#### IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in international relations, law, climate change, environmental or social sciences, or a related discipline is required. A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

At least two years of relevant work experience in international relations, law, climate change, environmental or social sciences, or other related fields.

Fluency in oral and written English is required. Work knowledge of another UN official languages is an asset.

#### V. Training components and learning elements

The JPO will be encouraged to undertake in-house training in the UNFCCC substantive mandate and skills and tasks that are necessary for the effective execution of his or her responsibilities at UNFCCC and that support his or her future career. These may include computer skills, supervisory skills, interviewing skills, team-building training.

Upon completion of the assignment the Junior Professional Officer will:

- Have acquired experience and skills related to key substantive issues under the responsibility of the Department and their linkages;
- Have knowledges related to the linkages of substantive workstreams under the UNFCCC with relevant sustainable development goals and the related work of other UN organizations;
- Have acquired understanding of the functions and operating modalities of the UNFCCC secretariat, including in the context of the meetings of subsidiary and governing bodies of the Convention, the Kyoto Protocol and the Paris Agreement.

Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will also be provided rich resources of a self-learning exercise, under the guidance of the supervisor and colleagues, to attain the necessary knowledge and level of information to perform JPO functions effectively.