



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Action, Life on Land, Zero Hunger

Sector: Transparency Division, 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.

II. Supervision

Direct supervisor: Team Lead, Agriculture, Forestry and other Land-use (AFOLU) Unit, Transparency Division.

Content and methodology of supervision: The officer 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 effected 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 in order to support short-term planning.

III. Duties and responsibilities

The JPO will work in the Agriculture, Forestry and other Land-use (AFOLU) Unit, Transparency Division.

Responsibility:

- a) Carries out basic research on selected aspects of climate change activities related to agriculture, forestry and other land use, including those included in NDCs, Long-term low emission development strategies, etc. This includes collecting, analysing and presenting statistical data and other information gathered from diverse sources;
- b) Provides substantive support to the intergovernmental process related to agriculture, forestry and other land use, including the Sharm el-Sheikh joint work on implementation of climate action on agriculture and food security, including the review and analysis of emerging climate change issues and trends;
- c) Contributes to the preparation of various written outputs related to agriculture, forestry and other land use, including the Sharm el-Sheikh joint work on implementation of climate action on agriculture and food security, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.;
- d) Provides administrative and substantive support to consultative and other meetings, REDD+ reference level technical assessment sessions, conferences, etc. This includes proposing agenda



topics, identifying and proposing participants, preparation of background documents and presentations, etc.;

- e) Prepares inputs for reports to intergovernmental bodies on agriculture, forestry and other land use, including the Sharm el-Sheikh joint work on implementation of climate action on agriculture and food security;
- f) Follows intergovernmental meetings related to agriculture, forestry and other land use and prepares summary reports and similar material;
- g) Performs other related duties as required.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in forestry, agriculture, natural resources management, environmental studies, or a related discipline. 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 matters related to land use and climate change, including analysis, research and writing.

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 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 JPO will be able to:

- Demonstrate a clear understanding of the scientific, methodological and technical basis that underlies the transparency of climate action in the AFOLU sector.
- Carry out research and prepare background information as well as outreach material for the meetings of the Governing, subsidiary and constituted bodies.
- Plan, organize and service diplomatic conferences, commissions, committees, task forces, workshops and expert groups.
- Acquire a clear understanding of the operation and management of an intergovernmental organization.

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.