



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: 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: Alma Jean, Team Lead, Biennial Update Reports Unit, Reporting and Review Subdivision, Transparency Division

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 Biennial Update Reports Unit of the Reporting and Review sub-division of the Transparency Division.

Responsibility:

- a) Support the overall planning of the ICA process: technical analysis of biennial update reports (BURs) from Parties not included in Annex I to the Convention and the facilitative sharing of views (FSV) under the Subsidiary Bodies of Implementation;
- b) Assist with the coordination and implementation of technical analyses of BURs, including the timely preparation, support to the team of technical experts and publication of summary reports;
- c) Contribute to activities related to the facilitative sharing of views (FSV) process, including the preparation and implementation of FSV workshops and preparing the required records for publication on the secretariat's website;
- d) Support the ETF transitional arrangements and related tasks
- e) Support the preparation of ETF reporting and review tools and the ETF training programme;
- f) Conduct analysis of policy and technical issues, as needed;
- g) Support in enhancing the database on information reported by the Parties and its analysis;



- h) Support communication and outreach activities relating to ICA process and the Enhanced Transparency Framework;
- i) Assist the Team Lead of the BUR Unit and the Manager of the Reporting and Review sub-division, in providing relevant advice to the Secretariat, on issues related to transitioning from the MRV arrangements under the Convention to the enhanced transparency framework under the Paris Agreement;
- j) Act as the focal point for the collaboration with their national Government on MRV and transparency related issues;
- k) Support other related areas, as required by the Team Lead.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental studies, international relations, international law, economics or a related discipline, 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. The following would also be an asset:

- a) Preparation of technical reports on climate change issues (Greenhouse gas inventories, mitigation actions and their effects, Needs and support) will be an asset;
- b) Competence in the use of Web based platforms;
- c) Efficient use of MS Office Suite and other application as Acrobat Reader; Skype, WebEx etc.;
- d) Experience in an international setting will be an advantage;
- e) Good communication and diplomatic skills would be an asset.

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

- In depth knowledge and understanding of Transparency-Reporting and Review as it related to the MRV arrangements under the Convention and the ETF under the Paris Agreement
- Detailed knowledge of the international policy that underlies different aspects of Mitigation/tracking progress, GHG and needs and support of developing countries
- Detailed knowledge of the related scientific, methodological and technical basis that underlies efforts to support the transition to ETF and successful implementation of the Paris Agreement (including tools and the necessary training programmes)
- The JPO will have become well-versed in the necessary analytical skills that are required, including in compilation and synthesis of technical reports.

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-



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learning exercise, under the guidance of the supervisor and colleagues, to attain the necessary knowledge and level of information to perform JPO functions effectively.