



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: Veronica Colerio, Team Lead, ETF Coordination Unit, Transparency Division

Content and methodology of supervision: The JPO will receive regular short-term guidance from the supervisor, in 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 ETF Coordination Unit of the Transparency Division, collaborating across the Division to ensure the effective implementation of the Enhanced Transparency Framework (ETF). Successful ETF implementation requires strong coordination across different organization units, different areas of the organization and a range of components which must all be coordinated to ensure that the ETF is ready and operational by 2024.

As the overall coordinating unit for the Transparency Division, the ETF Coordination unit has coordination responsibilities and aims to encourage team accountability and joint responsibility for all aspects of the implementation of the ETF. As part of this work, the ETF coordination unit is also responsible for a joint communication strategy and the coordination of outreach activities under the #Together4Transparency banner, with the aim of generating global momentum for Parties to prepare and submit their biennial transparency reports as part of their commitments under the Paris Agreement. The first BTRs are due at the latest by 31 December 2024.

Responsibility:

- a) Produce and administer the internal tools (e.g. tracking spreadsheets) to monitor all aspects of the implementation of the ETF, including predicting tools for the submissions of Biennial Transparency Reports.
- b) Produce periodic reports, updates, and status reports on the ETF implementation.



- c) Support the coordination of activities under the banner of [#Together4Transparency](#), including coordination of events, development and management of the partnership/speakers database, development of concept notes, etc.
- d) Conduct analysis of policy and technical issues, as needed.
- e) Support other related areas, as required by the Team Lead.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental science, economics, engineering, international relations, international law, 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 such as in climate change, project management 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 project management and stakeholder engagement.
- Have knowledges related to the international policy that underlies different aspects of = transparency under the Convention and the Paris Agreement. The JPO will also have acquired a detailed knowledge of the scientific, methodological, and technical basis that underlies reporting and review under the Convention and the Paris Agreement, national GHG inventories, mitigation actions and their effects, nationally determined contributions and adaptation actions.
- If applicable, as much as possible, the secretariat will also ensure the participation of the JPOs to international climate change conferences such as Conferences of the Parties (COPs) and Subsidiary Bodies (SBs).

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.