



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

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office

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, GHG Inventory Unit, Transparency Division

Content and methodology of supervision: The JPO will receive regular short-term guidance from the supervisor or a senior experienced officer, 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 Greenhouse Gases (GHG) Inventory unit of the Greenhouse Gases (GHG) Inventory unit.

The incumbent is accountable to the unit and the MRV and ETF Reporting and Review subdivision, which supports all Parties in implementing reporting and review under the current monitoring review and verification system. The subdivision facilitates the implementation of the Enhanced Transparency Framework (ETF), including biennial transparency reports, national inventory reports as stand-alone documents, and tracking progress on National Determined Contributions (NDC) achievement and GHG inventories under the Paris Agreement.

Responsibility. The JPO:

- a) Provides support to the unit and the TL on matters related to the review of national Inventory reports;
- b) Provides support to the TL in implementing unit activities related to the organization and conduct of in-country, centralized, desk reviews or simplified reviews of national GHG inventories;



- c) Contributes to the development of approaches, procedures, and templates for the implementation of the review process under the ETF;
- d) Supports the analytical and methodological work related to the preparation and conduct of reviews/technical analyses. Coordinates and organizes the work of teams of review experts, assessing the information submitted by Parties in the GHG inventory submissions and biennial update reports and other reviews and analysis, and oversees the drafting of technical reports in collaboration with lead reviewers and review experts; and is accountable for quality assurance/quality control of all reports and publications in area of assignment;
- e) Prepares materials, background papers and presentations to support the organization of annual lead reviewers' meetings for the review of GHG inventories;
- f) Provides substantive technical support for the development of analytical tools used in the inventory review process, such as tools for the analysis of trends, outlier tools, the Review Handbook, review officer guidance and others; contributes to the elaboration of business requirements and testing to support the development of IT tools such as the inventory virtual team room and review tools, as requested by the supervisor;
- g) Assists the GHG team by providing guidance in supporting the Conference of the Parties (COP), CMP and the subsidiary bodies of the Convention, the Kyoto Protocol and the Paris Agreement, including through the analysis of policy and technical issues related to consideration of GHG inventories;
- h) Communicates with the International Panel on Climate Change (IPCC), Including its TSU-TFI, the International Energy Agency (IEA), the World Meteorological Organization (WMO) and other relevant organizations as necessary; ensures that UNFCCC feedback to task forces and working groups is provided;
- i) Keeps abreast of developments in the areas of MRV, ETF and review and analysis of review report, by training or by gaining experience in other review and analysis processes;
- j) Assists in the organization of panels, round tables etc. on climate issues for intergovernmental processes;
- k) Act as the focal point for the collaboration with Japanese Government on MRV and transparency related issues, particularly those related to GHG Inventories;
- l) Performs other related duties as required.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental science, economics, engineering 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 the area of preparation and review of information included in national submissions (e.g. GHG inventories, BRs, BURs, NCs, and/or REDD+) under the Climate Change Convention, Kyoto Protocol or Paris Agreement, or comparable experience with the preparation and processing of technical information of similar complexity will be an asset. Good understanding of climate change issues.

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, and IPCC Guidelines training or UNFCCC training for



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technical reviews of GHG inventory submissions, including the IPCC's 2006 Guidelines. 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).

Upon completion of the assignment the Junior Professional Officer will have acquired a detailed knowledge of the international procedures underlying GHG submissions' different technical review aspects, including a good understanding of the IPCC Guidelines and the Enhanced Transparency Framework international negotiations and the work of the UNFCCC.

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.