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*:* Vlad Trusca, Manager, Info Hub, Data, Systems and Tools Subdivision, Transparency Division

Content and methodology of supervision: The JPO will receive regular short-term guidance from the supervisor (including the team leads of the two units), 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 direct supervisor and to the team to support short-term planning.

III. Duties and responsibilities

The JPO is accountable to the subdivision, which coordinates the submission/receipt process for official documents from all Parties under the current MRV system under the Convention and Kyoto Protocol and the new ETF system under the Paris Agreement. The subdivision is also in charge of the overall coordination of all IT related activities for the entire division, including the maintenance and enhancement of all existing systems and tools, and the development of the new ETF reporting and review tools but also with the overall management of the information hub and centralizing transparency information collection and analysis across the secretariat, including providing policy briefs and reports.

The subdivision consists of two units: Information Unit and Systems and Tools Unit.

Responsibility:

a) Provide support to the Information unit on matters related to the technical analysis of data reported by Parties by:
   a. Collecting, analyzing and presenting information reported in Parties' nationally determined contributions (NDCs), in particular information necessary to facilitate clarity, transparency and understanding (ICTU);
   b. Updating the database on ICTU elements;
   c. Contributing to the preparation of the annual NDC synthesis report and other reports.

b) Provide support to the Systems and Tools unit on matters related to the development, maintenance and enhancement of IT systems and tools for ETF by:
   a. Conducting thorough functional testing on the increment versions of the new reporting and review tools to be used by Parties under the ETF;
   b. Contributing to the elaboration of business requirements, system requirements and test cases to support the development of IT tools;
   c. Providing documentation/explanations on the findings of errors and corrections needed.
c) Contribute to the development of approaches, procedures, and templates for the implementation of the subdivision activities; Prepare materials, background papers and presentations to support the subdivision activities;
d) Support the preparations for the negotiation items under the COP, CMP, CMA and the subsidiary bodies for which the subdivision is responsible, including through the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, presentations, etc.;
e) Provide administrative and substantive support for organizing workshops, meetings and trainings on the topics for which the subdivision is responsible, including proposing agenda topics, identifying and proposing participants, preparing background documents and presentations, etc.;
f) Perform other related duties as required.

IV. Qualifications and experience

First-level university degree in environmental studies, international relations, information system, computer science, engineering, economics or a related discipline.

At least two years of experience in the area of data management, data analysis and project or service management in the information system field. Good understanding of climate change and sustainable development issues.

Fluency in written and spoken English is essential. Working knowledge of another UN language 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 technical analysis of transparency data and to the development, maintenance and enhancement of information systems and tools;
- Have knowledges related to transparency arrangements under the UNFCCC process, including measurement, reporting and verification under the Convention and the enhanced transparency framework under the Paris Agreement;
- *If appliable, as much as possible, the secretariat will also ensure the participation of the JPOs to international climate change conferences and related events.*

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.