



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: Jigme, Manager, Measurement, Reporting and Verification - Enhanced Transparency Framework (MRV-ETF) Support 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 Measurement, Reporting and Verification - Enhanced Transparency Framework (MRV-ETF) Support Subdivision, Transparency Division. Reporting directly to the Manager (P-5) of the subdivision, the incumbent is accountable for supporting the Subdivision in achieving its goals. The overall purpose of the MRV/ETF Support subdivision is to support provision of technical support and assistance to developing countries on MRV and ETF issues. It also provides overall coordination of the development and delivery of all training and certification programmes, coordination of the CGE workplan and activities and the coordination of negotiations on CGE related aspects, including developing countries MRV/ETF related issues and training aspects. It will support the preparation and reporting of NDCs, NAMAs, LT-LEDs and response measures in the context of the ETF. Additionally, it coordinates the peer-review activities of GHG inventories in developing countries for establishing sustainable GHG inventory management systems.

The MRV/ETF Support Subdivision. consists of three units:

- a) CGE/ETF Support Unit;
- b) Training & Certification Unit;
- c) GHG Inventory Support Unit

Responsibility:

- d) Support coordination of the sub-division's activities:



- a. Supports preparations of integrated strategies and workplan of the sub-division and monitors the implementation of workplan;
- b. Supports coordination and implementation of cross-cutting activities that involve all three units of the sub-division;
- c. Supports the coordination and outreach activities of the sub-division to facilitate engagement of partner organizations in providing technical support to developing countries.
- e) Technical support to developing country Parties on the existing MRV arrangements and the enhanced transparency framework:
 - a. Drafts training materials and specific inputs for technical papers on the use of guidelines by developing countries for the preparation of national communications and biennial transparency reports;
 - b. Gathers, selects and analyses information from various relevant sources on capacity-building needs for and availability of financial resources, and provides technical support for the preparation and submission of national communications and biennial transparency reports;
 - c. Provides support to meetings and workshops on national communications and biennial transparency reports by developing knowledge products;
 - d. Conducts literature reviews and contributes to the development of knowledge products to assist developing country Parties and increase their understanding of the enhanced transparency framework.
- f) Support of the intergovernmental negotiation process: Provides support to negotiations and implementation of MRV under the Convention and the Kyoto Protocol in accordance with the decisions adopted by Parties, as well as under the Paris Agreement, in particular with respect to the support to developing countries to implement the MRV process under the Convention and the Paris Agreement.
- g) Knowledge Management: In partnership with the Secretariat's Communications and Knowledge Subdivision programme, contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to the UNFCCC's mandate, processes, practices and lessons learned.
- h) Other: Performs any other job-related activity as may be required.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental sciences, engineering, economics, development studies, 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 climate change 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 development and implementation of programme strategies and workplan, strategic partnerships, identification of capacity-building needs, and programming and implementation of capacity development activities;
- 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 applicable, 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.