



## **Terms of Reference for Junior Professional Officer (JPO)**

### **United Nations Framework Convention on Climate Change (UNFCCC)**

#### **I. General information**

**Sustainable Development Areas:** Climate Action, Quality Education

**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: Mr. Anil Raut, Team Lead, Training and Certification Unit, 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 Training and Certification Unit, MRV/ETF Support Subdivision, Transparency Division and contribute towards the work on the implementation of the training programme for the expert participating in the review of the biennial transparency report under the ETF of the Paris Agreement (BTR reviewer training programme). Additionally, the JPO will help the TCU with the management of the UNFCCC Roster of Experts (RoE).

Responsibility:

**1. Support the Unit on the implementation of the new training programme for the expert participating in the review of the biennial transparency report under the ETF of the Paris Agreement (BTR reviewer training programme).**

- a. Assist in the finalization of the new voluntary review of the information reporting pursuant to chapter IV of the annex to decision 18/CMA.1 (Adaptation information) by preparing various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.;
- b. Contributes to the development of additional training materials from the BTR reviewer training programme, including the provision of editorial and substantial quality assurance/quality control of those products, to meet the needs of the new review process under the enhanced transparency framework under the Paris Agreement (ETF);



- c. Collaborates across the unit to organize and implement additional training opportunities for new and experienced experts, including e-learning courses, online and in-person seminars, workshops and examinations to ensure that technical experts reviewers are well-trained and able to fulfil their responsibilities as technical review experts;
- d. Supports delivering the examination rounds by identifying and processing registrations from the experts nominated to the UNFCCC roster of experts with appropriate technical background to undergo the relevant training programmes under the Training and Certification unit;
- e. Ensures that, each implementation cycle, e-learning courses and their examinations are live and running without any interruption, and in addition, act as a helpdesk for the training programmes for participants;
- f. Conducts the routine maintenance/update of e-learning courses, including the use of the authoring software (Articulate, Adobe cloud) and implementing minor corrections and updates, resolving minor functional issues to the e-learning courses;
- g. Collects feedback and lessons learned from the participants to the training programmes for the improvement of the training programmes under the Training and Certification unit;
- h. Conducts analyses and prepares technical papers and other documents reporting on the development of training courses, training implementation and performance indicators for various purposes.

**2. Support the Unit on the UNFCCC Roster of Expert (RoE) management**

- a. Research and analyze data in the secretariat's database and in collaboration with other units under the Transparency Division, to identify experienced reviewers of GHG inventories, national communications/biennial reports and biennial update reports;
- b. Reflect the results in the CRM database of the secretariat, in collaboration with the Systems and Tools unit and other units under the Transparency Division and the ICT.

**3. Perform any other job-related activity required to achieve the goals and objectives of the Unit, the Subdivision, the Division and the secretariat, including:**

- a. Provide administrative and substantive support to consultative and other meetings with the Consultative Group of Experts (CGE) and Lead Reviewers. This includes proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, etc;
- b. Represent the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate;
- c. Assist in the preparation of social media content (e.g. LinkedIn, Facebook, CGE/ETF webpages);
- d. Assist in the preparation of meeting minutes and presentations.

## **IV. Qualifications and experience**

Advanced university degree (Master's degree or equivalent) in environmental sciences, international relations, engineering, economics, 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 or other related fields. Knowledge and experience developing capacity-building activities and/or climate change reporting are highly desirable. Working experience in an international and multi-cultural setting is highly desirable.



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 a detailed knowledge of the international policy that underlies different aspects of the climate transparency framework under the Convention and the Paris Agreement, and in particular, on the capacity development of the experts involved in promoting climate under the Convention and the Paris Agreement.
- 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.
- Detailed knowledge of the UNFCCC process, climate negotiations and support to developing countries.
- *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.