



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Action, Gender Equality

Sector: Communications & Engagement 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: Laura Vinuela, Programme Officer, Action for Climate Empowerment team, Communications & Engagement 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 Action for Climate Empowerment (ACE) team, Communications & Engagement Division.

Responsibility:

- a) **Research and analysis:** Carry out research on groups of stakeholders with a key role in climate action, especially those advising, supporting or in decision-making roles of key sectors, such as managerial personnel and professional associations. This includes collecting, analyzing and presenting information gathered from diverse sources on existing practices in accelerating climate action through the six elements of ACE: climate change education and public awareness, training, public participation and access to information and international cooperation.
- b) **Engagement:** Support the engagement of identified groups of key stakeholders, including by convening meetings or calls, taking notes, preparing background information, and ensuring efficient and regular communication.
- c) **Catalyze Action for Climate Empowerment:** Support the team in the preparation of targeted communication outputs and outreach material aimed at enhancing awareness about ACE. Develop guidelines and concrete proposals for key groups of stakeholders on how to integrate ACE into their respective areas of work to foster climate considerations in decision making processes and create enabling environment for inclusive climate action, including through digital, innovative, and decentralized methodologies, such as, creating communities of practice, establishing climate action networks that promote collaboration and information-sharing about



ACE, and facilitating public access to information through the use of online platforms and digitalization.

- d) Organization of meetings and events: Provide support to the team in the organization of meetings, trainings, workshops, dialogues, etc. This includes, among others, proposing agenda topics and participants, preparing background documents and presentations, managing the logistics and identifying organizations that can be potentially engaged as partners to deliver trainings and other individual activities.
- e) Support to other teams in the secretariat: Provide support to the Action Empowerment Unit and other teams in the Communications and Engagement Division on interconnected areas of work, as needed.
- f) Perform other related duties as required.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental studies, international relations, international law, economics, communications 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 working with one or more elements of ACE 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 practical knowledge of Action for Climate Empowerment and climate action.
- Have enhanced understanding of the UN system and experience in working in a multicultural and interdisciplinary environment.
- Have become well-versed in the necessary skills that are required.

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.