



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: Operations Coordination 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: Jingwen Yang, Team Lead, Records Management Team, Operations Coordination 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 Records Management Team, Operations Coordination Division.

Responsibility:

- a) Participate in the implementation of the enhanced digital access to the UNFCCC archives project.
- b) Conduct appraisal of analogue and digital records based on UNFCCC records retention schedules; make disposition recommendations.
- c) Support the development of repository services and a variety of born-digital records ingest access initiatives including metadata creation relating to the preservation process and to facilitate access.
- d) Evaluate UNFCCC records and archives stored on file shares, shared drives and SharePoint sites, and recommend migration and preservation for digital records of continuing institutional value.
- e) Carry out workflows and activities for accessioning, describing, storing, and accessing born-digital materials.
- f) Support outreach activities including archives exhibition at COP and SB sessions;
- g) Performs other related duties as required.

IV. Qualifications and experience



Advanced university degree (Master's degree or equivalent) in archives and records management studies, information management science 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 digital archives with knowledge of current trends, tools, best practices, and issues associated with electronic records and their preservation 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 a detailed knowledge about records and archives management policies, procedures and practice at an international organization
- Have acquired a depth knowledge about the history of climate change negotiation process and the work of the UNFCCC secretariat.
- Have described digital records to ensure that they can be easily found, interpreted and used.
- Have assessed the values of records and information and determine their retention.
- Have implemented digitization of analogue records.
- Have organized archives exhibition and promote the awareness of the history and legacy of climate change process and climate actions.
- Have preserved digital records to ensure that they remain accessible and usable for as long as they are retained.
- Have implemented digital recordkeeping strategy that ensures the digital records are authentic, trustworthy, meaningful, preserved, protected, accessible and usable in the future.

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.