



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Action, Partnerships for the Goals, Quality Education

Sector: Adaptation 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: Chad Tudenggongbu, Programme Officer, Local Communities and Indigenous Peoples Platform (LCIPP) Unit, Adaptation 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 Local Communities and Indigenous Peoples Platform (LCIPP) Unit, Adaptation Division.

Responsibility:

- a) Provide support to the Unit on existing as well as on new mandates resulting from the sessions of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement and its subsidiary bodies.
- b) Support the implementation of activities in the workplan under the three main functions of the platform, namely:
 - a. Knowledge -- Promote the exchange of experience and best practices to apply, strengthen, protect and preserve traditional knowledge, knowledge of indigenous peoples and local knowledge systems to address and respond to climate change, taking into account free, prior and informed consent
 - b. Capacity for Engagement -- Build capacity of indigenous peoples and local communities to engage in the UNFCCC process and capacity of Parties to engage with the platform and with indigenous peoples and local communities
 - c. Climate Change Policies and Actions -- Facilitate the integration of knowledge systems, practices, and innovations in designing and implementing international and national actions, programmes and policies



- c) Conduct basic research on selected aspects of local communities and indigenous peoples knowledge, practices, and systems and how these can be instrumental towards transformational climate action.
- d) Support the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- e) Provide administrative and substantive support to various events, including the meetings of the Facilitative Working Group of LCIPP, regional gatherings, among others. This includes proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, etc.
- 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, development, finance, 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 adaptation to climate change, local communities and indigenous peoples, disaster risk reduction, development planning, project finance, risk finance, environmental management, law 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 of the international policy that underlies different aspects of adaptation to the adverse effects of climate change, including the delivery mechanisms for supporting associated action.
- Have acquired a detailed knowledge of the scientific, methodological, and technical basis that underlies global efforts to support adaptation.
- 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.