



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: Legal Affairs 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: the JPO will report to her/his first and second supervisors from the Intergovernmental and General Legal Subdivision of the Legal Affairs 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 Intergovernmental and General Legal Subdivision, Legal Affairs Division. The Division provides legal and procedural advice and services to support (1) the intergovernmental negotiation process, (2) the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and (3) the administration and operations of the UNFCCC secretariat. The Institutional and General Legal Services subdivision within the Legal Affairs Division provides general legal advice. The officer will be directly involved in all aspects of the work of the Legal Affairs Division, substantively contributing to both subdivisions.

Responsibility:

- a) Conduct legal research on a diverse range of assigned issues in international public and private law involving, inter alia, issues related to climate change law, treaty law and practice, privileges and immunities, administrative law of the UNFCCC secretariat/United Nations and intellectual property matters.
- b) Assist in the provision of provision of legal advice to secretariat divisions regarding the intergovernmental climate change negotiation process; on questions relating to ratification and to implementation of the Convention, the Kyoto Protocol, its amendments and the Paris Agreement; and to questions on the implementation of the related modalities, procedures and guidelines.
- c) Assists in the preparation of a variety of legal instruments, including memoranda of understanding/agreements with governments, NGOs, other public and private entities and



commercial contractors, as well as in the negotiation and settlement of claims and disputes and in the handling of private international law matters.

- d) Assist in the preparation of drafts of background papers, studies, reports, etc.
- e) Assist Legal Officers in servicing meetings of the subsidiary and governing bodies, including supporting Legal Officers in respect of substantive agenda items under negotiation or consultation. This will also involve the preparation of background materials, summaries of issues and views of delegations, etc.
- f) Assist in the provision of legal advice to other divisions of the UNFCCC secretariat as well as counterparts on climate change law, the UNFCCC process and general legal issues.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in law. 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 in international law and intergovernmental processes, including legal analysis, research and writing.

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 be able to:

- Demonstrate a clear understanding of substantive, legal, procedural and institutional issues related to the climate change process.
- Plan, organize and service diplomatic conferences, commissions, committees, task forces, expert groups,
- Carry out legal research and prepare legal opinions and background information for the meetings of the Governing, subsidiary and constituted bodies.
- Acquire a clear understanding of the operation and management of an intergovernmental organization.

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.