



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: AS/HR/ICT 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: Sam Kambarami, Chief, Finance Resources Management Unit, AS/HR/ICT Division

Content and methodology of supervision: The officer will receive regular short-term guidance from the supervisor with Input from Team Lead Budget and Chief Accountant, through both a planned and an ad hoc setting as needed. Longer-term guidance and feedback will be provided 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 support the Financial Resources Management Unit of the AS/HR/ICT division which involves assisting activities across the unit, related to data analysis, reporting, systems review, reviewing of processes documentation, preparation for Subsidiary Bodies and COP meetings. The JPO will

Responsibility:

- a) Assist in preparing analytical reports and grants monitoring tool/matrix and reports and dashboards
- b) Support in the reviewing of systems with a view to identifying areas of improvements.
- c) Assist in planning, preparing reports on financial and administrative matters that are presented to Parties and the Subsidiary Bodies and COP meetings
- d) Support in implementation of recommendations to streamline processes at the Secretariat.
- e) Assisting in the reviewing of cost recovering mechanisms at the secretariat
- f) Support in the monitoring of budget implementation and flagging up areas that require attention
- g) Support in data analytics and in developing reports for performance monitoring
- h) Assisting the monitoring of expenditure by divisions and at the Regional Collaboration Centers
- i) Support in preparing presentations for meetings, workshops, training sessions.

IV. Qualifications and experience



Advanced university degree (master's degree or equivalent) in Finance, Accounting, Business Administration, Management, Economics, Environmental Studies, Development Studies or related fields 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 finance accounting, planning, monitoring and reporting of portfolio /projects /operations, partnerships/resource mobilization, business development or other related fields is required. Experience with SAP and BI tools is required. Interest in data analytics, developing reports and dashboards is 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 UNFCCC mandates, Conference of the Parties, and the global efforts in responding to the threat of climate change, including the mechanisms for supporting associated actions.
- Have undertaken in-house training in 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. Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities.
- Have embarked on 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.
- Have acquired knowledge and skills related to finance, grants management, portfolio management, strategic partnerships, business development and stakeholder engagement required to facilitate the performance monitoring and reporting to Parties and UNFCCC Management Team.

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.