



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Action, Quality Education

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: Stefanie Barabas, Team Lead, Learning and Development Team, HR Subdivision, AS/HR/ICT 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 **Learning and Development Team**, HR Subdivision, AS/HR/ICT Division.

Responsibility:

- a) Contributes to the preparation of a strategy and plan for learning and development activities, policies and guidelines;
- b) Carries out market research to identify suitable training vendors and consultants;
- c) Creates information and reference materials in support of learning and development activities; special training projects and new learning technologies;
- d) Manages online learning services and libraries;
- e) Acts as main system administrator for the secretariat's Learning Management System and Performance Appraisal tool and manages the relationship with the vendor Cornerstone;
- f) Contributes to the design and implementation of learning needs assessments and evaluations of learning activities;
- g) Coordinates central learning activities offered by the Staff Development team with learning needs and activities in the divisions of the secretariat;
- h) Exchanges knowledge and aligns best practices on learning and development strategies and tools with other UN organizations;
- i) Performs other related duties as required.



IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in human resources, organizational behavior, psychology, public or business administration, law, social sciences 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 Learning Management Systems 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.