



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

Sector: Communications and Engagement 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: Programme Officer, Stakeholder Engagement team, Climate Action and Engagement Unit, Engagement Subdivision, Communications and Engagement 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 Communication and Engagement Division is leading in the development and effective implementation of innovative approaches to enhance the engagement of observer organizations in the UNFCCC intergovernmental process.

Scale and diversity characterize the observer landscape of UNFCCC – no other annual meetings of UN processes attract as many observers as UNFCCC. Their engagement not only contributes to the acceleration of system transformation towards a 1.5-degree climate resilient world, but it also brings legitimacy to the intergovernmental process. Ensuring a meaningful, inclusive, fair and transparent engagement, however, requires a significant amount of consideration and resources given that the observers are so many and so diverse.

Under the supervision of the Programme Officer, Stakeholder Engagement Team in the Engagement Team of Climate Action Engagement and Recognition Unit, Communication and Engagement Division, the incumbent will carry out projects relating to stakeholder engagement in the UNFCCC process.

Responsibility:

a) Strengthening the Marrakech Partnership (MP) operations

- a. Support the organization of MP meetings (e.g. preparing background material, briefing notes, reports, etc.);



- b. Support the MP thematic groups (e.g. organizing coordination calls, preparing agendas, taking notes, following up with stakeholders, etc)
 - c. Ensuring that relevant documentation is made available to all participants in a timely manner;
 - d. Support preparations for, and follow up from, MP stakeholder activities and initiatives, where climate action and contribution to the UNFCCC process are in focus.
- b) Supporting project management activities**
- a. Supports the implementation of projects to support the work of the MP and the High-Level Champions;
 - b. Prepares relevant project documentation and timelines;
 - c. Follow up of different tasks and milestones by actors within the projects;
 - d. Implements management processes, such as for planning and risk management, and acceptance of deliverables;
 - e. Develops operational procedures and workflows for necessary activities;
 - f. Contributes to the development and implementation of common procedures.
- c) Provide support to activities of the team:**
- a. Carry out research, including collecting, analysing and presenting data and other information gathered from diverse sources, in support of identifying options for encouraging and scaling up climate action;
 - b. Support implementation of the teams' work, prepares background papers, provide note taking at meetings, proofread documents;
 - c. Use electronic databases, team e-accounts, spreadsheets for compiling information pertinent to the team's activities;
 - d. Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, etc;
 - e. Performs other related duties as required.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in economics, environmental economics, environmental science, engineering, business administration, international affairs, social science or a related discipline is required.

At least two years of relevant work experience. Good understanding of climate change issues.

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 their responsibilities at UNFCCC and that support their 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 experience and skills related to stakeholder engagement that is the largest in scale and the most diverse in representation within the UN system



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- Have knowledges related to procedural aspects of observer engagement in different constituted bodies in the UNFCCC process.
- Have become well-versed other necessary skills that are required, including policy development, negotiation support on the process aspect of the UNFCCC, strategic partnerships, trust building and relationship management.
- If applicable, as much as possible, the secretariat will also ensure that the JPOs will support the team at the international climate change conferences such as Conferences of the Parties (COPs) and Subsidiary Bodies (SBs).

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.