



## **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:** Means of Implementation 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: Alejandro Kilpatrick, Manager, Capacity-Building Subdivision, Means of Implementation 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 Capacity-Building Subdivision of the Means of Implementation Division.

Responsibility:

- a) Carries out basic research and analytical work on Capacity-building to support climate action in developing countries including but not limited to: i) identifying current and emerging capacity needs and gaps; ii) Capacity-building support provided to developing countries; iii) best practices, cases studies and lessons learned in the design and implementation of Capacity-building activities in developing countries; iv) good practices for the monitoring and evaluation of climate-related Capacity-building activities; with an aim to collect, analyse and present statistical data and information gathered from diverse sources, including through the Capacity-building portal;
- b) Collating and reviewing current and planned capacity-building work of constituted bodies established under the Convention that implement capacity-building activities in order to provide an overview of capacity-building activities under the Convention;



- c) Provides substantive support to the intergovernmental process on capacity-building under the Convention, the Kyoto Protocol and the Paris Agreement, including the review and analysis of emerging issues and trends, and the preparation of official and informal pre and in-session documents, as well as in-session support to agenda item co-facilitators;
- d) Provides support to the implementation of the 2021-2024 work plan of the Paris Committee on Capacity-building (PCCB) through the preparation of various written outputs, e.g. draft background papers, analytical notes, studies, inputs to publications, meeting reports; etc;
- e) Provides substantive support to the organisation of the annual meetings of the PCCB and the Durban Forum on capacity-building, through preparing draft agendas and programmes, background documents, presentations., meeting reports and identifying speakers and panellists;
- f) Contribute to the implementation of the sub-division's activities regarding the engagement of capacity building stakeholders by supporting the implementation of the CB accelerator, the joint MEA Capacity-building programme and the design and organisation of PCCB and other relevant events during regional climate weeks.
- g) Performs other related duties as required.

#### IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental studies, international relations, sustainable development, 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 climate change, sustainable development, capacity-building on environmental or development related issues, 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 experience and skills related to the international climate change policy underlying different aspects of Capacity-building
- Have an enhanced understanding of the capacity needs and gaps of developing countries
- Have an enhanced understanding of the capacity-building activities of a wide range of stakeholders within and outside the UNFCCC process.
- Have enhanced knowledge of the functioning of constituted bodies and their contribution to the UNFCCC intergovernmental process.
- Have acquired and/or strengthened analytical and official document drafting skills.
- If applicable, as much as possible, the secretariat will also ensure the participation of the JPOs to international climate change conferences such as Conferences of the Parties (COPs) and Subsidiary Bodies (SBs).



**United Nations**  
Framework Convention on  
Climate Change



**SUSTAINABLE DEVELOPMENT GOALS**  
17 GOALS TO TRANSFORM OUR WORLD

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.