



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 issues of our time. Means of Implementation division supports the UNFCCC work in the areas of climate finance, climate technology, and capacity-building.

II. Supervision

Direct supervisor: Moritz Weigel, Team Lead, Support and Implementation Unit, Technology 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 within the Support and Implementation Unit of the Technology Subdivision. The Technology Subdivision supports the intergovernmental climate change process on matters related to climate technology development and transfer. The Subdivision also supports the work of the UNFCCC Technology Mechanism, in particular the work of Technology Executive Committee (TEC). The TEC focuses on identifying policies that can accelerate the development, transfer and deployment of technologies that contribute to low-emission climate-resilient development in line with the Convention and the Paris Agreement. The Subdivision further engages with a broad range of partners, collaborators and stakeholders in response to mandates given by the UNFCCC governing and subsidiary bodies as well as by the TEC to support the implementation of its rolling workplan.

Responsibilities:

- a) **Support the work of the TEC** in accordance with its rolling workplan for 2023-2027¹ with a focus on exploring the use of artificial intelligence (AI) as an enabler of climate change adaptation and mitigation actions in developing countries, in particular in small island developing States (SIDS) and least developed countries (LDCs):

¹ [Rolling workplan of the TEC for 2023-2027.](#)



- a. Support the development and operationalization of a workplan (2024-2027) for the UNFCCC Technology Mechanism Initiative on AI for Climate Action;
 - b. Conduct research and analysis on the application of AI-powered solutions for climate action in developing countries, in particular in SIDS and LDCs;
 - c. Provide inputs to a TEC technical paper on AI for climate action, including on risks and challenges regarding the use of AI;
 - d. Support the development of an online repository of AI-powered solutions for climate action;
 - e. Support the establishment and management of a UNFCCC Technology Mechanism Advisory Group on AI;
 - f. Support the TEC AI Innovation Grand Challenge;
 - g. Organize events on opportunities and challenges of AI for climate action in SIDS and LDCs;
 - h. Support the organization of TEC Activity Group meetings and TEC-CTCN AB joint taskforce meetings;
 - i. Provide inputs to other UN processes on the use of AI for climate action.
- b) Support collaborative partnerships** in accordance with the UNFCCC Technology Mechanism Joint Work Programme for 2023-2027 and mandates by the UNFCCC governing and subsidiary bodies:
- a. Develop a client relationship management system to keep track of engagements and required follow-ups with potential partners and collaborators;
 - b. Conduct research and analysis and provide inputs to the Sub-Division's resource mobilization and partnership plan in line with the UNFCCC secretariat's recourse mobilization and partnerships efforts and the TEC strategy for collaborative partnerships and engagement 2023-2027;
 - c. Prepare and deliver presentations and contribute to the development of project proposals and partnership agreements;
 - d. Liaise with potential partners and collaborators.
- c) Support the intergovernmental process on technology development and transfer** at UNFCCC conferences:
- a. Review, analyze and synthesize submissions from Parties and prepare synthesis reports, information notes or other types of documents as needed;
 - b. Prepare briefing notes and speaking notes for Co-Facilitators of negotiation items and support the preparation of in-session documents requested by Parties as needed;
 - c. Prepare daily updates on the status of negotiation items and provide inputs to meetings and outcome documents as needed;
 - d. Assist in the organization of panel discussions, workshops or side events held at the margins of UNFCCC conferences.
- d) Support other related duties as required**

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in engineering, computer/data science, development studies, international relations 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 in sustainable development in developing countries, international relations, computer/data science 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 the incumbent's responsibilities at the UNFCCC secretariat and that support the incumbent's future career. These may include drafting skills, technical skills on climate technologies, computer skills, interpersonal skills, interviewing skills and teamwork skills.

Upon completion of the assignment the Junior Professional Officer will:

- Have acquired detailed knowledge on the United Nations climate change process, in particular with regard technology development and transfer, including through engagement in intergovernmental negotiations;
- Have a deep understanding of the work of the UNFCCC Technology Mechanism, including its policy arm, the Technology Executive Committee (TEC) and its implementation arm, the Climate Technology Centre and Network;
- Have made substantive contributions to the implementation of the TEC rolling workplan, in particular with regard to the TEC's work on digital technologies and the work under the UNFCCC Technology Mechanism Initiative on Artificial Intelligence for Climate Action;
- Have a profound understanding on the challenges and opportunities of the use of AI-powered solutions for climate action in developing countries, in particular in SIDS and LDCs;
- Have acquired experience and skills related to strategic partnerships and stakeholder engagement;
- Have participated in intergovernmental climate change conferences such as the UNFCCC Conference of the Parties (COP) or meetings of its 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.