



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: Mitigation Division, UNFCCC

Duty Stations: Bonn, Germany (HQ UNFCCC)

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: Muhammad Taimur Ali Khan Gandapur, Team Lead, Coordination Unit, Mitigation 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 support the Coordination Unit of the Mitigation Division which provides effective support on matters relating to resource utilization and mobilization, business development and portfolio management. It also ensures coherence across the sub-divisions with regard to strategic partnerships, delivery of work and acts as an interface for the Mitigation Division with other Divisions to promote collaboration and ensure the delivery of services to this Division. Portfolio management focus is on the delivery of the total set of all programmatic projects and activities of the division mainly on Article 6 of the Paris Agreement, with emphasis on the deeper level of involvement in all projects and activities to ensure delivery of work and maximum impact.

Responsibilities:

- a) Assist in preparing funding proposals, reports for donors, presentations and briefing notes, including data gathering data related to donor profiles, policies, trends and funding mechanisms. This includes assisting in resource mobilization and partnerships for supporting the activities related to Article 6 of the Paris Agreement, with focus on capacity building aspect and working closely with Regional Collaboration Centers (RCCs);
- b) Assist in organizing meetings and in relationship management with donors at an institutional Level with focus on supporting the activities related to Article 6 of the Paris Agreement;
- c) Assist in coordinating the work of substantive areas of work, mentioned above, including creation of action plans, preparing associated reports and support in collaborating with various teams (beyond data-gathering/maintenance and the project support role);



- d) Assist in developing, implementing, managing and reporting the division's cross-divisional agreements for delivery of activities;
- e) Assist in identification of existing and potential partners related to areas of the division's work to promote strategic partnerships for the work-streams of the division, with focus on Article 6 of the Paris Agreement especially capacity building aspect;
- f) Support in preparing substantive input related to strategic planning, cross-divisional collaboration activities, business development and strategic partnerships in the context of Article 6 of the Paris Agreement;
- g) Perform any other job-related activity required to achieve the goals and objectives of the team, the sub-division, the division the secretariat, including participation in technical meetings, workshops and seminars, and preparing presentations where appropriate.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) Business Administration, Management, Economics, Environmental Studies, Development Studies 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 planning, monitoring and reporting of portfolio / projects /operations, partnerships/resource mobilization, business development 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 knowledge and skills related to resource mobilization, portfolio management, strategic partnerships, business development and stakeholder engagement.
- Have knowledges and skills required to facilitate implementation of all elements of Article 6 of the Paris Agreement.
- 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).

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.