



## **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:** Mitigation 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: Phillip Eyre, Team Lead, Markets and Non-Markets Unit, Markets and Non-Markets Support and Stakeholder Interaction Subdivision, Mitigation Division

Content and methodology of supervision: The JPO will receive regular short-term guidance from the supervisor, in 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 Markets and Non-Markets Unit, Markets and Non-Markets Support and Stakeholder Interaction Subdivision, Mitigation Division.

The primary focus area for the JPO will be on operationalizing the provisions of 2/CMA.2 regarding cooperative implementation (Article 6.2 of the Paris Agreement) and the mechanism established in Article 6.4 of the Paris Agreement.

Responsibility:

- a) Provide substantive support to the intergovernmental process, including support for the work programme for SBSTA and the CMA for the guidance on cooperative approaches under Article 6.2 and the mechanism established in Article 6.4;
- b) Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications relating to carbon pricing policies to support NDC implementation, and the work programme for SBSTA and the CMA for the guidance on cooperative approaches under Article 6.2 and the mechanism established in Article 6.4;
- c) Support the development and provision of capacity-building activities for the guidance on cooperative approaches under Article 6.2 and the mechanism established in Article 6.4;



- d) Provide administrative and substantive support to consultative and other meetings, conferences, etc. This includes proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, etc.;
- e) Carry out basic research on selected aspects of climate change policies, including collecting, analyzing and presenting statistical data and other information gathered from diverse sources;
- f) Prepare inputs for reports to intergovernmental bodies;
- g) Follow intergovernmental meetings and prepares summary reports and similar material;
- h) Assist in the organization of panels, round tables etc. on climate issues for intergovernmental processes;
- i) Perform other related duties as required.

#### IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental studies, international relations, international law, economics or a related discipline, 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.

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 carbon pricing policies to support NDC implementation, and cooperative implementation of NDCs through cooperative approaches and the Article 6.4 mechanism.
- 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.