



## **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

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 Parties' 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: Bernd Hackmann, Team Lead, Nationally Determined Contributions, Long-Term Low Emission Development Strategies and Sectorial Support Unit, Mitigation Division

Content and methodology of supervision: The Junior Professional Officer (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 JPO on a weekly basis, both to the supervisor and to other members of the Unit to support short-term planning.

#### **III. Duties and responsibilities**

The JPO will work in the Nationally Determined Contributions, Long-Term Low Emission Development Strategies and Sectorial Support Unit, supporting the work surrounding the 2025 NDCs in response to the NDC preparation and submission process of the Paris Agreement.

Responsibilities:

- 1. Support the Unit's efforts in supporting Parties with the preparation and communication of their 2025 NDCs**
  - a. Support the organization and facilitation of capacity building activities in collaboration with relevant partners, institutions and the Regional Collaboration Centers to provide effective assistance to Parties on the preparation and submission of their NDCs;
  - b. Support the preparation of knowledge products and training materials to facilitate the preparation and submission of NDCs;
  - c. Communicate and liaise with relevant stakeholders on issues relating to the preparation and submission of NDCs as well as fostering cooperation amongst relevant stakeholders, including UN organisations, intergovernmental organizations, support providers, non-Party stakeholders and others;
  - d. Organize and facilitate events, workshops and roundtables in relation to the inter-governmental process on NDCs.



**2. Support analytical work related to the 2025 NDCs**

- a. Contribute to the development preparation of the annual NDC synthesis report;
- b. Assess and review information in NDCs on domestic mitigation measures and voluntary cooperation under Article 6 of the Paris Agreement;
- c. Research, analyse and compile information related to mitigation options that are considered relevant to aligning global emissions with 1.5 °C pathways by IPCC and other relevant agencies and encouraged by the UNFCCC process;
- d. Provide substantive inputs to the relevant sections of the NDC synthesis report and development of the NDC database;
- e. Support coordination of a project for the mitigation target analysis tool.

**3. Perform any other job-related activity required** to achieve the goals and objectives of the Unit, the Subdivision, the Division and the secretariat, including representing the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.

## **IV. Qualifications and experience**

Advanced university degree (Master's degree or equivalent) in environmental studies, development studies, international relations, political science, policy studies, economics or a related field, 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 mitigation and/or policy analysis development cooperation and/or capacity building or other related fields. Knowledge and experience in policies and programmes for climate change mitigation or development cooperation are essential. Working experience in an international and multi-cultural setting is highly desirable.

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 on 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 JPO will have acquired:

- Experience and skills related to capacity building activities and stakeholder engagement in relation to supporting countries in the preparation and communication of NDCs;
- Detailed knowledge on the international policy underlying different aspects of addressing mitigation of climate change;
- Knowledge related to key mitigation measures set out in NDCs and LT-LEDS and cost-effective mitigation options that contribute to the achievement of 1.5 °C pathways;
- Necessary skills for supporting work related to analysis of NDCs, including portfolio management, strategic partnerships, business development and stakeholder engagement;
- Detailed knowledge of the UNFCCC process, climate negotiations and support to developing countries.

As much as possible, the secretariat will ensure the participation of the JPO to international climate change conferences such as Conferences of the Parties and Subsidiary Bodies sessions.



**United Nations**  
Framework Convention on  
Climate Change



**SUSTAINABLE  
DEVELOPMENT GOALS**  
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Mentoring on specific substantive aspects of the incumbent's work will be provided by staff working on relevant issues. The secretariat will provide resources regarding self- learning activities, under the guidance of the supervisor and other staff members, to facilitate the JPO's attainment of the necessary knowledge and level of information for the purpose of ensuring his or her effective performance of assigned work responsibilities.