



## **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:** Regional Collaboration Centers, UNFCCC

**Duty Stations:** One of the UNFCCC Regional Collaboration Centers (RCC) in Bangkok (Thailand), Dubai (United Arab Emirates), Kampala (Uganda), Lomé (Togo), Panama City (Panama), St George's (Grenada). Selection of the RCC Office will depend on the interest of donor countries and the background of the JPO candidates.

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.

The RCCs are a network of regional offices established by the UN Climate Change secretariat to support countries enhancing national climate action through capacity-building, technical assistance and strategic networking towards the full implementation of their NDC, increased ambition and greater resilience. The RCCs provide support in key focus areas under the Paris Agreement: adaptation, mitigation, means of implementation, transparency, stakeholders engagement. Their activities focus inter alia on Article 6, NDC implementation, climate finance, youth engagement, gender-responsive climate actions.

#### **II. Supervision**

**Direct supervisor:** Regional Lead, Regional Collaboration Centers (RCC), Mitigation Division, UNFCCC

**Content and methodology of supervision:** The JPO will receive regular daily 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 Regional Lead on a weekly basis, both to the JPO and to the team to support short-term planning.

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

The current workplans of the RCCs entail a list of activities in 5 areas of work: adaptation, mitigation, transparency, means of implementation, sustainable development and participation. Activities include data gathering and analysis, capacity-building and trainings, knowledge production and knowledge sharing. In implementing their activities, the RCCs seek to aggregate and build partnerships with other UN organizations and entities active on climate change in the respective region.

**Responsibility:**



- a) Support the work of the RCCs in delivering capacity-building activities and technical assistance to facilitate regional climate action and support countries' efforts in implementing the Paris Agreement, with a particular focus on the following areas:**
- Capacity-building programme to support the full participation of countries in the Article 6.4 mechanism.
  - Implementation of Nationally Determined Contributions (NDC) and enhancement of their ambition in view of the next round of NDCs due in 2025.
  - Mobilization of climate finance.
  - Youth empowerment and engagement in climate action.
  - Development of National Adaptation Plans and support to regional engagement efforts of the Adaptation Committee and the Local Community and Indigenous People Platform.
- b) Conduct research and analysis and support the organization of RCC meetings and events in the focused areas mentioned above. This includes:**
- In depth assessment of identification of needs and challenges faced by countries.
  - Identification of best practices and successful case studies.
  - Drafting of concept notes and other strategic documents.
  - Drafting agenda and report of workshops and other events.
  - Liaise with other secretariat teams, Parties and external organizations for the conceptualization and conduction of events.
- c) Support the communication and outreach activities of the RCCs, including:**
- Maintaining and updating RCC webpages.
  - Collecting inputs from internal and external stakeholders for RCC newsletters.
  - Sharing information through social media.
  - Preparation articles and information material.

#### IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) economics, environmental economics, environmental science, engineering, business administration, international affairs, social science 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. Good understanding of climate change issues.

Fluency in oral and written English is required. Working knowledge of languages in the respective regions 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 detailed knowledge on the international policy underlying different aspects of addressing adaptation to the adverse effects of climate change,
- Have acquired detailed knowledge including the different delivery mechanisms for supporting associated action, as well as on the scientific, methodological and other technical basis that underlies global efforts to support adaptation.



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- Have become well-versed other necessary skills that are required, including resource mobilization, portfolio management, strategic partnerships, business development and stakeholder engagement.
- Had been expected to travel often to the Headquarters in Bonn, Germany for training and other mentoring activities.
- 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) conference.

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.