



Terms of Reference for Junior Professional Officer (JPO) United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change, Adaptation

Sector: Review subdivision, Adaptation Division, UNFCCC

Duty Station: 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.

The Adaptation Division supports Parties in enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change. It facilitates the provision of holistic technical guidance and advice to Parties on all aspects of adaptation and resilience, especially on assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerability; and enhancing implementation and reviewing progress. The division supports a number of processes, including the process to formulate and implement National Adaptation Plans (NAPs), matters related to the global goal on adaptation, the Warsaw International Mechanism for Loss and Damage (WIM), and four constituted bodies.

The Review subdivision supports the Adaptation Committee (AC), matters related to the Global Goal on Adaptation (GGA) as well as provides adaptation input relevant to the technical analyses and syntheses for the Global Stocktake (GST) and facilitates engagement and outreach on adaptation to promote action towards the achievement of the objectives and goals of the Convention and the Paris Agreement. It consists of three units – the Adaptation Committee unit, the Reporting and Engagement unit and the Global Goal on Adaptation unit.

The **Reporting and Engagement unit** supports the work on adaptation communications and the associated registry, adaptation transparency, stakeholder engagement and outreach.

II. Supervision

Direct supervisor: Olga Pilifosova, Manager, Review Subdivision

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 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 Review subdivision of the Adaptation division and carry out the following duties and responsibilities:



- a) Support the preparation of the secretariat's mandated synthesis reports, including through the compilation, synthesis, analysis and visualization of adaptation information contained in national documents submitted to the UNFCCC such as adaptation communications, biennial transparency reports, national adaptation plans and nationally determined contributions.
- b) Contribute to other adaptation transparency- and reporting-related tasks as needed, including by reviewing training materials and other documents, supporting the organization of workshops and other events, preparing presentation materials and briefing notes, and participating in relevant meetings and workshops.
- c) Support the intergovernmental process as it relates to adaptation reporting and transparency, including in relation to the review of adaptation communications.

IV. Qualifications and experience

An advanced university degree (Master's degree or equivalent) in environmental studies, natural sciences, international relations, development studies, social sciences 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 minimum of two years of relevant work experience is required such as in climate change and sustainable development or related fields.

Fluency in oral and written English is required. Working 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:

- Gained proficiency in drafting technical and policy documents for multilateral processes.
- Acquired experience and skills related to the compilation and synthesis of adaptation information provided by Parties in their national reports and communications, and the preparation of associated synthesis reports by the secretariat.
- Attained knowledge related to adaptation-related reporting and communications under the Convention and the Paris Agreement.
- Participated in key international climate conferences such as the Conference of the Parties (COP) and Subsidiary Bodies (SB) sessions (where possible), enhancing their firsthand understanding of global climate negotiations and decision-making dynamics.

Mentoring on the specific aspects of the incumbent's responsibilities will be provided by experienced staff working on similar tasks. Additionally, the JPO will have access to a variety of self-learning resources, supported by guidance from the supervisor and colleagues, to acquire the knowledge and skills needed to perform their role effectively.