



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: Communications & Engagement 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: *Danielle Magalhaes*, Team Lead of Climate Action Engagement Unit, Communications & Engagement 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 work in Climate Action Engagement Unit, Communications and Engagement Division. The Division is leading in the development and effective implementation of innovative approaches to enhance the engagement of observer organizations in the UNFCCC intergovernmental process.

Responsibilities:

- a) **Convening:** Provide support to the team in the organization of meetings and workshops aimed at facilitating the strengthening of relationship between Parties and non-Party stakeholders including through sharing of information, facilitating. Events may include COPs and Climate Weeks.
- b) **Engaging:** Support the engagement and recognition team overall engagement with existing key stakeholders in the relevant thematic areas, including by ensuring efficient and regular communication with key partners and stakeholders.
- c) **Strategizing:** In close collaboration with key external stakeholders' platforms and relevant UNFCCC divisions, contribute to shaping and defining key strategies to enhance collaboration between Party and non-Party stakeholders and support ambitious climate action aimed at achieving Paris Goals. This may include, revision of documents, development of strategies, active participation to brainstorming sessions, etc.
- d) **Supporting the intergovernmental process:** In close collaboration with relevant division, support the intergovernmental process with focus on particular on non-Party stakeholder



involvement and their critical role in enhancing ambition. This may include drafting of concept notes, briefing and information notes and organization of consultation meetings.

- e) **Supporting the ES, the management and secretariat divisions:** Provide overall support to the OES and senior management in the engagement opportunities including drafting of supporting documentation and logistical arrangements related to participation to non-Party stakeholders high-level meetings and events.
- f) Performs 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 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 in related fields. Good understanding of climate change issues.

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 their responsibilities at UNFCCC and that support their 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 experience and skills related to stakeholder engagement that is the largest in scale and the most diverse in representation within the UN system
- Have knowledges related to procedural aspects of observer engagement in different constituted bodies in the UNFCCC process.
- Have become well-versed other necessary skills that are required, including policy development, negotiation support on the process aspect of the UNFCCC, strategic partnerships, trust building and relationship management.
- If applicable, as much as possible, the secretariat will also ensure that the JPOs will support the team at the 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.