



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: UNFCCC Conference Affairs Division

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.

II. Supervision

Direct supervisor: Juliet Kigundu, Team Lead, Coordination Unit, Conference Affairs Division

Content and methodology of supervision: The JPO will receive regular short-term guidance and feedback from the supervisor, through both a planned and an ad hoc setting as needed. The Coordination Unit oversees and coordinates the division's delivery of services.

The JPO will gain firsthand experience of the planning and delivery of the UN's biggest conference (the COP). Longer term guidance and feedback will be affected through the Performance Appraisal System (PAS). The JPO will provide regular feedback as necessary, both to the supervisor and to the team to support short-term planning.

III. Duties and responsibilities

The Conference Affairs (CA) Division is responsible and accountable for the delivery of services, namely (a) providing optimal conference services for the sessions of the UNFCCC governing and subsidiary bodies, as well as for a wide range of workshops and other events; (b) creating an optimal environment for UNFCCC events and facilitating the preparation of Parties and other stakeholders for such events; and (c) planning and coordinating conferences and providing high-quality conference services, including managing the Trust Fund for Participation, documents, meetings and the registration and accreditation of participants.

The JPO will work in the Coordination Unit, CA Division, in close collaboration with the Team Leads from the other subdivisions, namely the Meetings Management Unit, the Registration and Accreditation Management Unit and the Documents Unit.



Responsibility:

- a. Manage the relationship with future host countries and potential host countries.
- b. Coordinate the division teams and processes to ensure that future host country related activities and projects are managed on time, within scope and budget, and produce the desired results.
- c. Lead on future host country relationship management, project's organization, and timeline.
- d. Coordinate engagement with the possible COP host countries
- e. Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- f. Develop a detailed project plan to track progress.
- g. Report and escalate to supervisor as needed.
- h. Establish and manage the relationship with the client and all stakeholders.
- i. Perform initial risk management to minimize project risks.
- j. Create and maintain comprehensive project documentation.
- k. Performs other related duties as required.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in international relations, business administration, public relations, project and event management and international relations 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 project management, budgeting, and analysis. Good understanding of project management is an asset.

Fluency in oral and written English is required. Working knowledge of another UN language is an asset.

V. Training components and learning elements

The JPO will be encouraged to undertake in-house training in the UNFCCC operations 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 project management, stakeholder engagement, computer skills, interviewing skills, team-building training.

Upon completion of the assignment the Junior Professional Officer will:

- Have acquired experience and skills related to key operational issues under the responsibility of the Division and their linkages;
- Have knowledges related to the linkages of operational workstreams under the UNFCCC with relevant sustainable development goals and the related work of other UN organizations;
- Have acquired understanding of the functions and operating modalities of the UNFCCC secretariat, including in the context of the meetings of subsidiary and governing bodies of the Convention, the Kyoto Protocol, and the Paris Agreement.
- Have become well-versed other necessary skills that are required, including project management and stakeholder engagement.



United Nations
Framework Convention on
Climate Change



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- 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 operational aspects of the incumbent's work will be provided by the Team Lead, Coordination Unit in close collaboration with the Director and other division Team Leads. The JPO will be provided with a mentor within the Coordination Unit for pastoral support. 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.