



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change, Intergovernmental Support and Collective Progress (ISCP) Division

Sector: Office of the Director, ISCP 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: Director, Intergovernmental Support and Collective Progress 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 Intergovernmental Support and Collective Progress (ISCP) Division is responsible and accountable for supporting the governing and subsidiary bodies of the Convention, the Kyoto Protocol and the Paris Agreement for them to effectively fulfil their functions and to facilitate progress in the climate change process; ensuring coherence, consistency and timeliness of their work, enabling and supporting the overarching processes. The Division is also responsible for leading the area of work on collective progress, also including the scientific backdrop to climate change action.

The JPO will work in the Office of the Director, ISCP Division.

Responsibility:

1. Administrative and substantive support to the Director and Division
 - Provide substantive support on the preparation of internal and external meetings of the Director, making research and analysis and preparing background documentation, briefing notes, presentations and speaking points, as required.



- Monitor and review the work programme and budget by conducting regular and special reviews to assess progress of actual work versus the planned programme of work.
 - Develop, review and assist in improving standard operating procedures of the Division.
2. Substantive support to the Oceans Dialogue Workstream
- Review literature and assist in the compilation of information on Ocean and climate change;
 - Undertake research on climate risk management across different geographic regions and contexts to inform the development of a publication on NAP outcomes, experiences and lessons learned in climate change adaptation and other relevant areas of work.
 - Support the Directors engagement with other intergovernmental organisations on Oceans issues.
 - Contribute to the organization of the Ocean Dialogue convened annually under the SBSTA, and other Oceans related events in Bonn and abroad, including by undertaking research, preparing background documents, speaking notes and documenting the outcomes of the events.
 - Support intergovernmental negotiations on Ocean matters, as appropriate, and liaise with relevant international and regional organizations, research programmes and networks on the implementation of COP decisions and SBSTA conclusions relating to Ocean.
 - Respond to a variety of inquiries and information requests internally and externally.
 - Contribute to the compilation and analysis of inputs provided by relevant divisions in the secretariat for the Executive Secretary

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in Public Policy, 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 UNFCCC Intergovernmental process and aspects related to Collective Progress in the implementation of the Convention and the Paris Agreement.
- international policy underlying different aspects of addressing mitigation, adaptation and means of implementation to the adverse effects of climate change, have acquired



detailed knowledge including the different intergovernmental processes on Oceans within the framework of climate change, as well as on the scientific, methodological and other technical basis that underlies global efforts on the contribution of oceans to sustainable development.

- The officer will also become well-versed in other necessary skills that are required, including project management, resource mobilization, portfolio management, strategic partnerships and stakeholder engagement.
- 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.