



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

External Relation and Protocol: Protocol-related matters, liaising between Parties and UNFCCC, organizing high-level events and workshops.

Sector: 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: Luca Brusa, Chief of Protocol and External Relations, External Relations, ISCP 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 Junior Professional Officer (JPO) will work in the External Relations unit. The External Relations unit deals with all protocol-related matters, maintaining channels of communication and relationships with Parties and observer States, to facilitate their participation in meetings of the Convention process.

Under the direct supervision of the Head, Protocol and the External Relations unit and the overall supervision of the Director of ISCP, the JPO will provide general support to the unit as follows:

1. Develop and maintain effective relations with Parties, observer States and UN offices:

- a) Support analysis of the current process, identify synergies and problems; and prepare proposals on strengthening cooperation.
- b) Support the preparation of policy documents relating to the participation of Parties, including National Focal Points, Negotiating and Regional Groups, to the UNFCCC process
- c) Assist in maintaining an informal network of contacts with other UN External Relations/Public Information professionals to share and develop ideas and/or experiences.
- d) Prepare briefings for senior leadership and participants, providing information about attendees, the agenda, and the specific protocol measures to be followed.



- e) Support the development and delivery of training and briefings for new negotiators.
- f) Review and work on existing Standard Operating Procedures (SOPs) and identify other areas requiring new/updated SOPs.
- g) Review existing harassment policies in other UN and international organizations and draft and align UNFCCC harassment policy regarding Parties' participation to UNFCCC events.
- h) Maintain channels of communication and relationships with Parties and observer States.

2. Support all external relations and protocol-related matters of the organization:

- a) Draft general communications, notifications, messages to Parties and observers etc. pertaining to the secretariat and meetings.
- b) Assist in planning, organizing, and executing high-level meetings, and diplomatic events in accordance with international protocol.
- c) Support the development and delivery of an engagement strategy for Parties, Diplomatic Representatives, and the German government.
- d) Liaise with various departments such as logistics, security, and communications, to allocate necessary resources.

3. Ensure UNFCCC's protocol framework is updated and aligned with the UN systems:

- a) Monitor and analyze United Nations protocol trends, by reviewing relevant documentation and reports.
- b) Prepare and disseminate briefings, reports, and correspondence relating to protocol matters.
- c) Stay abreast and take a proactive role in reviewing changes in the UN system as a whole, in particular UN security, including new UN protocol developments.
- d) Maintain up-to-date records of diplomatic contacts, statuses, and related matters.
- e) Liaise with governments, diplomatic missions, and international organizations.
- f) Reviewing rules of procedures for Leaders Summits during sessions of the COP
- g) Assist in ushering in VIPs and supporting the work of protocol-related events pertaining to visits by high-level government officials, including ministers.
- h) Create a detailed timeline for the events, including key milestones, to ensure the timeliness of Protocol activities.

4. Perform other related duties as required.

Assist with other relevant activities of the division as needed.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in communications, International Relations, Political Science, or a related field or a related discipline. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Two (2) years of relevant professional working experience in diplomatic, governmental, and intergovernmental settings, including strong knowledge of diplomatic protocols, international etiquette, and the UN system. Experience in climate change and sustainable development would be a strong asset.



Fluency in oral and written English is required. Work knowledge of other 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, and 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.
- Have knowledge of international policy underlying different aspects of addressing Protocol and External Relations issues including the different intergovernmental processes.
- Be able to build a network of experts who can bring creative and innovative options to bear on questions of climate change.
- Be able to develop leadership potential in their fields.

As much as possible, the secretariat will also ensure the participation of the JPOs in international climate change conferences such as Conferences of the Parties (COPs) and Subsidiary Bodies (SBs) conferences. 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 with 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.