



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: Intergovernmental Support and Collective Progress 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 most defining environmental issues of our time.

II. Supervision

Direct supervisor: Nattley Williams, Chief of the Intergovernmental Support Subdivision. Depending on the specific task, the JPO reports to each of the Team Leads of each of the units below, providing support to the intergovernmental process.

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. 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 JPO supports the work under the Intergovernmental Support and Collective Progress (ISCP) division, and more specifically, the Intergovernmental Support subdivision.

The Intergovernmental Support subdivision facilitates intergovernmental engagement by providing procedural and political advice and services. It has two units, namely the:

1. The **SBSTA Coordination and COP Support unit**, which supports the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Conference of the Parties (COP).
2. The **SBI Coordination and CMP/CMA support Unit** which supports the Subsidiary Body for Implementation (SBI), the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)



Responsibilities:

The JPO will contribute to the work of the two units above and perform a range of activities related to communication and outreach, including but not limited to:

1. Support to Subsidiary Body Chairs

- Supporting preparatory and coordination meetings between the SB Chairs and secretariat teams, and with cofacilitators, including organizing the meetings, taking notes, providing analysis, and tracking the status of negotiations.
- Attending consultations between the SB Chairs and Parties on matters related to the agenda, as well as items not included on the agenda and providing timely, concise, and accurate notes and executive summaries of each consultationMonitoring the status of negotiations, including tracking of draft textual outcomes from the various negotiation streams and providing input to the team on the content.
- Supporting the preparation of various negotiation-related materials, including daily summaries, progress trackers, daily digest input, and plenary books, as needed.

2. Communication and outreach of the Chairs of the subsidiary bodies

- Assisting in preparing social media content, newsroom articles, and other appropriate products to increase the online presence of the Chairs.
- Assisting in coordinating media training in collaboration with external partners for the Chairs.
- Assisting in preparing elements of speaking notes for interviews for the Chairs.
- Providing communication assistance to events and meetings through drafting pre-event outreach materials, taking notes during events, and preparing post-event summary notes.

3. Internal/external communications, content curation, and content management

- Assisting in preparing content and coordinating inputs for internal newsletters, articles on the intranet and other relevant platforms to inform internal staff of the work of the subdivision.
- Assisting in updating the relevant webpages of the subdivision's intranet pages with information on the process.
- Assisting the development of new communication content and repurposing existing UNFCCC webpages and materials to inform a wide range of stakeholders (governments, civil society, academia, businesses) on developments related to the intergovernmental process in a transparent, inclusive and holistic manner.
- Providing content onto the UNFCCC Climate 360 calendar hub (repository).
- Providing inputs for diverse formats and channels of communication, including audiovisual content, such as videos and infographics to extend the reach of the work of the subdivision to diverse stakeholders and contributors.

4. Other tasks, as needed

- Contributing towards the organization and delivery of the ISCP activities, including actively participating in relevant meetings and events,



- Assisting in preparing presentations and/or speaking notes of the Director, ISCP, and IS sub-division manager and staff at external meetings, as appropriate
- Assisting in activities requested by the Team Lead of the unit and others as needed.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in communications, journalism, design, public relations, or a related discipline is required, with a strong understanding of climate change

Candidates with skills in website design, infographics, photography, videography, and social media are preferred.

A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

The ability to work in a multicultural and multi-disciplinary environment is a requirement. Fluency in oral and written English and strong writing and note-taking skills are required. Working knowledge of another UN official language 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 of the workings of the UNFCCC Intergovernmental process, including in the implementation of the Convention and the Paris Agreement.
- Have acquired skills in strategic and applied communication of scientific, technical, and political issues at the international level, including through a wide variety of communication channels.
- Have acquired skills and knowledge related to the organization and daily operation of a large international website.
- Where applicable and possible, the secretariat will also ensure the participation of the JPO to 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.



United Nations
Framework Convention on
Climate Change



**SUSTAINABLE
DEVELOPMENT GOALS**
17 GOALS TO TRANSFORM OUR WORLD