



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change, Legal Affairs

Sector: Legal Affairs 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.

The Legal Affairs Division of the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) in Bonn, Germany, provides legal and procedural advice and services to support (1) the intergovernmental negotiation process and the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and (2) the administration and operations of the UNFCCC secretariat.

II. Supervision

The Institutional and General Legal Services subdivision (IGL) within the Legal Affairs Division provides institutional and general legal services. The JPO will be part of the IGL subdivision within the Legal Affairs Division. Under the overall supervision of the Director, the JPO will report to Mr. Vineet Topa, (P4) Legal Officer, leading and managing the IGL subdivision.

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)

III. Duties and responsibilities

The IGL sub-division supports the administration and operations of the UNFCCC secretariat, by providing legal advice on institutional and general legal matters. The JPO will be directly involved in all aspects of the work of the IGL sub-division.

Responsibilities:

- a) Conduct legal research on a diverse range of assigned issues in international public and private and administrative law involving, inter alia, issues related to privileges and immunities and administrative law of the UNFCCC secretariat/United Nations and intellectual property matters.



- b) Assist in the preparation of a variety of legal instruments, including memoranda of understanding/agreements with governments, NGOs, other public and private entities and commercial contractors, as well as in the negotiation and settlement of claims and disputes and in the handling of private international law matters.
- c) Assist in the preparation of drafts of papers, comparative studies, policies, briefs, reports, correspondence etc.
- d) Assist in the provision of legal advice to other divisions of the UNFCCC secretariat as well as counterparts on institutional and general legal matters.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in law with a specialization in international, administrative, or commercial law 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 international law, with a focus on policies, procedures and operations, and in commercial and/or contract law is required, including good legal analysis, research and writing skills.

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 able to take in-house and online trainings that support his or her future career. These may include computer skills, supervisory skills, interviewing skills, team-building training etc.

Upon completion of the assignment the Junior Professional Officer will be able to:

- Demonstrate a clear understanding of providing legal support to the operations, administration, and management of an intergovernmental organization.
- Carry out legal research and prepare legal opinions and notes in support of the operations, administration, and management of an intergovernmental organization.
- Work collaboratively in a legal office, with colleagues from different backgrounds and cultures.

The JPO will also have access to mentoring by colleagues in the legal affairs division and will have access to resources to attain the necessary knowledge to perform her/his functions effectively.