



## **Terms of Reference for Junior Professional Officer (JPO)**

### **United Nations Framework Convention on Climate Change (UNFCCC)**

#### **I. General information**

**Sustainable Development Areas:** Climate Change, Partnerships, Resource Mobilization

**Sector:** Executive 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: Maria Misovicova, Chief, Resource Mobilization and Partnerships, Executive 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 JPO will work in Resource Mobilization and Partnerships (RMP) subdivision, Executive Division

Responsibilities:

- a) Support the implementation of UNFCCC's Resource Mobilization and Partnership Engagement Strategy, including organizing strategic dialogues, roundtables and outreach to the key funders of UNFCCC secretariat and helping identify goals and targets;
- b) Proactively identify, engage, and build trusted and mutually beneficial partnerships with existing and potential funders and partners, working closely with programme managers and divisions to maximize impact;
- c) Craft compelling communication outreach activities and campaigns that highlight UNFCCC's priorities and galvanize funders support in collaboration with the Communication and Engagement Division;
- d) Conduct research on the development assistance policies and trends of leading global actors in climate finance. Analyze and present data to shape actionable strategies and regularly update the donor profile system;
- e) Prepare high-quality analytical papers, background notes, sections of reports that influence conversations and decision-making;



- f) Support RMP subdivision in developing funding and partnership dashboards and relationship managements tools;
- g) Assist RMP subdivision Chief in organizing high-level panels, roundtables, and events, fostering support for our initiatives;
- h) Collaborate with a passionate and diverse team, supporting outreach activities and playing an integral role in shaping the future of partnerships;
- i) Contribute to the development of new strategies, guidelines, and tools to ensure the efficient tracking and reporting of contributions, portfolios, and partnerships.

#### IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental studies, international relations, international law, economics, communication, 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 forging strategic and impactful partnerships, negotiations. Brings exceptional research, analytical, and communication skills. Thrives in collaborative, multicultural environments and is passionate about forging partnerships for impact. Possesses a keen interest in climate action, sustainable development, and the complexities of global resource mobilization.

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 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 experience and skills related to resource mobilization, strategic partnerships, communicating with impact, negotiating strategies and portfolio and project management
- If applicable, 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).

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.