



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change action, Decent work and economic growth, reduced inequalities

Sector: Mitigation 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: Team Lead of Impact Assessment Unit, NDCs/LT-LEDs, Impacts Assessment Support subdivision, Mitigation Division

Content and methodology of supervision: The Junior Professional Officer (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 UNFCCC Performance Appraisal System (PAS). Regular feedback will be provided by the JPO on a weekly basis to the supervisor and to other members of the unit to support short-term planning.

III. Duties and responsibilities

The JPO will work on aspects related to mitigation and just transition, focusing on understanding the impacts of climate policies with a view to reducing inequality, creation of decent work and supporting economic diversification. Specific tasks include, but are not limited to:

- Carrying out basic research on selected aspects of programmes and other climate change activities including collection, analysis, and presentation of statistical data and other information gathered from diverse sources.
- Providing substantive support to the intergovernmental process and the constituted body including review and analysis of emerging issues and trends, participation in impact evaluation or equivalent studies, etc.
- Contributing to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provision of administrative and substantive support to consultative and other meetings, conferences, etc., including proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, etc.
- Preparation of inputs for reports to intergovernmental bodies.
- Following intergovernmental meetings and preparation of summary reports and similar material.



- Assisting in the organization of panels, roundtables etc. on climate issues for inter-governmental processes.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental studies, natural science, economics, alternative/renewable energy, or a related discipline is required. A first-level university degree in combination with two 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 national policies planning and implementation, preparation of national reports, including nationally determined contributions (NDC), in fulfillment of reporting requirements under the UNFCCC process, political negotiations or related fields.

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 the assigned tasks and responsibilities and that support the JPO's future career. These may include computer skills, supervisory skills, interviewing skills, team-building training, and others. The JPO will be provided with access to self-learning resources, under the guidance of the supervisor and other unit members. Mentoring on specific substantive aspects of the JPO's work will be provided by staff currently working on relevant topics.

If applicable and to the extent possible, the secretariat will arrange for the participation of the JPO to international climate change conferences such as the Conferences of the Parties (COP) and Subsidiary Bodies (SBs).

Upon completion of the assignment, the JPO is anticipated to have become well-versed in the necessary skills that are required for the assigned tasks and responsibilities. The JPO is also anticipated to have acquired detailed knowledge on international policy, different aspects of mitigating climate change and underlying mechanisms for supporting associated actions including to address impacts of mitigation policies as well as on the scientific, methodological and other technical basis that underlies global efforts to support mitigation.



United Nations
Framework Convention on
Climate Change



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