



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change, Mitigation

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 NDC Technical Support 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, focusing on technical and operational assistance to activities aimed at supporting countries in the development and implementation of their Nationally Determined Contributions (NDCs) and long-term low GHG emission development strategies (LT-LEDs). Specific tasks include, but are not limited to:

- a) Provide substantive support to the planning, organization, and delivery of impact-driven strategic engagements and events related to the development and implementation of NDCs at the global and regional levels, including by preparing high-quality documentation, providing comprehensive support during engagements, ensuring effective follow-up to assess and report on outcomes and impacts, as well as through participating in regional capacity building events, as needed.
- b) Provide technical support in analyzing submitted NDCs/LT-LEDs for trends, particularly for energy transition and industrial sector decarbonization of key countries, with a view of supporting country/regional level activities and engagement with Parties as well as partners in the energy and industrial sectors.
- c) Provide technical support in focused country level analysis as well as sectoral and global analysis working with key partners on hard to abate sectors and just energy transition measures, policies and technologies analysis, developing knowledge products to support countries.



- d) Assist with technical work with partners (including private sector, multilateral development banks, other UN entities) in designing impact-oriented projects to support developing country Parties develop capacity and access finance for climate action to support implementation of their NDCs and climate action, including through use of Article 6 mechanisms.
- e) Provide technical inputs and coordination support, as needed, to the development of internal and external communications products, including through design ideas, content development, and social media updates.

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 NDCs and LT-LEDs, 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 will:

- Have acquired detailed knowledge on multilateral climate process, specifically the central role of NDCs and LT-LEDs in delivering the goals under the UNFCCC and the Paris Agreement.
- Gained understanding of policy measures in the energy and industrial sectors decarbonization.
- Have acquired knowledge of available climate finance landscape to support implementation of NDCs for developing country Parties.
- Gained perspective of UN system mobilization to deliver on the next round of NDCs, and how this is relevant to the global efforts to tackle climate change as reflected in recent CMA decisions and the first global stocktake.