



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, Mechanisms Registries Unit, Constituted Bodies and Data Services subdivision, Mitigation 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 the Mechanisms Registries Unit of Constituted Bodies and Data Services subdivision within Mitigation Division.

Constituted Bodies and Data Services subdivision provides effective support on matters relating to the proper governance of the constituted bodies of the mechanisms, ensuring well-coordinated services to the bodies and their supporting panels. In addition to supporting the meetings of the constituted bodies, the sub-division will provide procedure development and data and quality assurance services related to mitigation commitments, contributions and cooperative achievement under all legal instruments. The subdivision also provides support to the negotiation process, as related to constituted bodies, to the Intergovernmental Support and Collective Progress sub-division.

Within the subdivision, the **Mechanisms Registries Unit** develops, manages, maintains and upgrades, registry systems to ensure connectivity between systems and actors, transparency, traceability, and secure transactions, manage carbon projects, facilitate the transfer between different entities, and guarantee accurate accounting of carbon credits to prevent the risk of “double counting”

Responsibilities:



1. Supporting the maintenance and operation of registry systems and workflows established by Articles 6.2 and 6.4 of the Paris Agreement and the Clean Development Mechanism (CDM) Registry:
 - a) Support the development, maintenance and operation of relevant electronic workflows and the related registry systems;
 - b) Ensure relevant processes are carried out in compliance with the guidelines and requirements of the Article 6 and CDM.
 - c) Retrieve, compile and analyze various statistical data for consideration by Mitigation division management, Article 6.4 Supervisory Body, CDM Executive Board, and other public and private stakeholders.
2. Identifying requirements for the enhancement of existing systems, and for the development and implementation of new databases or systems in support of emerging Article 6 and CDM areas of work, and related procedural developments:
 - a) Propose improvements and system modifications to currently existing databases in accordance with emerging procedural developments or internal workflow needs;
 - b) Provide feedback and undertake user acceptance testing
 - c) Providing inputs and developing electronic workflows and integrated databases and tracking project cycle deadlines:
 - d) Ensure that the status of projects is correctly reflected in the relevant internal and public interfaces;
 - e) Supervise junior colleagues ensuring that deliverables are provided in a timely and accurate manner in accordance with process requirements of Article 6 and CDM.
3. Providing information to stakeholders, including guidance and clarification on Registry policies, rules, processes and procedures:
 - a) Ensure that up-to-date relevant information is available on the Registry website;
 - b) Participate in the Registry Systems Administrators Forum and in conferences and meetings related to carbon markets;
 - c) Support the work with registry administrators of other registry systems to ensure operational compatibility, accuracy, efficiency and transparency.
 - d) Providing inputs to regulatory documents and technical papers related to the registries and their operations.
4. Perform any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in business administration, management, economics, environmental studies, development studies 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 project-based mechanisms, regulation or technical/financial assessments or CDM stakeholder engagement or related fields.



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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 Article 6 and CDM mechanisms and their regulation, development and implementation of new databases or systems as well as Article 6 and CDM stakeholder engagement.
- Have knowledge related to Climate Change Mitigation, Article 6 of the Paris Agreement and CDM.
- 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.