



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, LT-LEDS, Intergovernmental 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 supporting the intergovernmental processes relating to the mitigation work programme, as well as analytical work and support activities relating to nationally determined contributions (NDCs) and long-term low GHG emission development strategies (LT-LEDS). Specific tasks include, but are not limited to:

- a) Supporting work related to Sharm el-Sheikh mitigation ambition and implementation work programme including the organization of global dialogues and investment-focused events and preparation of the annual report and a report on each of the dialogues for consideration by the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), the Subsidiary Body for Scientific and Technological Advice and the Subsidiary Body for Implementation.
- b) Support development of annual updates to the NDC synthesis report to be made available to each session of CMA, including analyzing submitted NDCs in terms of domestic mitigation measures relevant to feasible, effective and low-cost mitigation options and sectoral targets relevant to global efforts and mitigation options covered in recent CMA decisions.
- c) Supporting the planning, organization, and delivery of impact-driven strategic engagements and events at the global and regional levels, including by preparing high-quality documentation, providing comprehensive support during engagements, and ensuring effective follow-up to assess and report on outcomes and impacts.



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 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.