

UN ENVIRONMENT JUNIOR PROFESSIONAL OFFICER REQUEST

General Information

Post Title: Junior Programme Officer (Intergovernmental Panel on Climate Change - IPCC)

Division : Early Warning and Assessment Division - Intergovernmental Panel on Climate Change Secretariat

Location : Geneva

Duration : 2 years

Background information on UN Environment and IPCC Secretariat

The Intergovernmental Panel on Climate Change (IPCC) was established by the United Nations Environment Programme (UNEP) and the World Meteorological Organization (WMO) in 1988. Its initial task, as outlined in [UN General Assembly Resolution 43/53 of 6 December 1988](#), was to prepare a comprehensive review and recommendations with respect to the state of knowledge of the science of climate change; the social and economic impact of climate change, and potential response strategies and elements for inclusion in a possible future international convention on climate.

Since 1988, the IPCC has delivered five Assessment Reports, the most comprehensive scientific reports about climate change produced worldwide and is halfway in developing its 6th assessment report. It has also produced a range of Methodology Reports, Special Reports and Technical Papers, in response to requests for information on specific scientific and technical matters from the United Nations Framework Convention on Climate Change (UNFCCC), governments and international organizations.

IPCC Secretariat coordinates and assists the work of the IPCC. It organizes IPCC Plenary, Bureau and Executive Committee meetings and provides administrative support for these, including the preparation of documents and reports. It supports, as required, the Working Groups, the Task Force on National Greenhouse Gas Inventories, and any other task force, task group or committee established by the IPCC in the organization of their activities and meetings. [The Secretariat](#) also manages the IPCC Trust Fund and any other Funds agreed by the Panel, including budgeting, contributions to the IPCC Trust Fund, management of expenditure, auditing and reporting, consistent with WMO regulations and rules, and manages contractual and legal matters related to the IPCC. It manages the support for travel of delegates and experts eligible for support from the IPCC Trust Fund and assists with the necessary arrangements.

The Junior Professional Officer will work on the 6th Assessment Report of IPCC – and will report directly to the Deputy Secretary of IPCC.

Why is the Junior Professional Officer requested/needed?

The Sixth Assessment Report (AR6) development cycle is the most ambitious ever in the history of IPCC. In the current cycle, the IPCC has already produced three Special Reports and a Methodology Report. As per the original schedule, the contribution of IPCC Working Group I (the physical science basis of climate change) is due to be finalized in April 2021, Working Group III (mitigation of climate change) in September 2021, and Working Group II (impacts, adaptation and vulnerability) in October 2021. The

Synthesis Report is due to be finalized in May 2022. The unprecedented impacts of COVID19 and the resulting lockdowns have also affected the work of the IPCC 6th Assessment Report (AR6) authors and schedule.

The work of the IPCC has attracted increased attention from the public, and the work of the Secretariat – the only permanent body to provide continuity between assessment cycles - has come under increased scrutiny from national focal points and other internal stakeholders. These pressures have been intensified by the COVID-19 pandemic. This has all resulted in a significant increase in the workload of the IPCC Secretariat, while the number of staff has remained the same. This poses challenges to the Secretariat's ability to deliver the IPCC work program effectively.

A Junior Professional Officer is necessary to assist the Deputy Secretary with these organizational and process tasks as well as help move the 6th cycle forward.

Supervision

Direct supervision by: Deputy Secretary of IPCC

Title supervisor: Chief of Service, Programme Management

Unit supervisor: IPCC Secretariat

Location supervisor: Geneva

Address, telephone, fax, e-mail and signature of supervisor:

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Content and methodology of the supervision

- The First Reporting Officer will introduce the Junior Professional Officer to the role and activities of IPCC and UNEP in the field of global assessments.
- The Junior Programme Officer will be briefed on IPCC Structure, IPCC assessment reports, IPCC principles and procedures and other background materials to familiarize himself / herself with the activities in the area.
- The First Reporting Officer - will introduce the process for the development of the IPCC Assessment report to the Junior Professional Officer and will discuss the terms of reference to make sure that the incumbent can prepare a workplan for the Performance Appraisal System (e-PAS) - including the setting of learning and training objectives for career development.
- The supervisor will have regular meetings with the incumbent giving guidance for problem solving and assistance in identifying experience opportunities.
- The work plan will be reviewed after the first six months. The Junior Programme Officer will be expected to carry out assignments more independently after the review.

- There will be an annual Performance Appraisal for the Junior Programme Officer. This will be first done by the first appraising officer, i.e. the direct supervisor and then by the second appraising officer – and shared with the donor.

First appraising officer: Ermira Fida

Title first appraising officer: Deputy Secretary, IPCC

Unit first appraising officer: Ermira Fida

Location first appraising officer: Geneva

(Note these are interim arrangements to be finalized once the post has been filled).

Second appraising officer: Jian Liu

Title second appraising officer: Director, Early Warning and Assessment Division.

Unit second appraising officer: Early Warning and Assessment Division

Location second appraising officer: Nairobi

Duties, responsibilities and output expectations

Terms of reference

- Support the coordination of the process for the formulation of the IPCC work program.
- Support the organization of IPCC meetings, coordinating preparation of necessary meeting documents and reports and making the travel arrangements.
- Support the work of IPCC Working Groups and Task Forces and coordinating the activities of the Technical Support Units to ensure consistent, timely and coordinated implementation of the IPCC work program.
- Support the preparation of documentation of and participate in the monthly IPCC Executive Committee meetings and Operations Action Team meetings and provide input to and contribute to the finalization of the report of the meeting.
- Support the preparation of documentation of and participate in the IPCC Bureau meetings and provide input to and contribute to the finalization of the report of the meeting.
- Support the preparation of documentation of and participate in the IPCC Plenary sessions and provide input to and contribute to the finalization of the report of the meeting.

Output expectations

- Input to the IPCC work program
- Input to the ExCom meeting documentation, Briefing Notes to the Chair and meeting report.
- Input to the Operational Action Team meeting documentation and meeting report
- Input to the Bureau meeting documentation, Briefing Notes to the Chair and meeting report.
- Input to the Plenary meeting documentation and meeting report

Travel

The Junior Professional Officer will participate in IPCC meetings as needed.

Training and Learning Elements

Learning elements:

After one year the Junior Programme Officer is: familiar with the IPCC process, structure and its principles and is able to assist the Deputy secretary to develop content for the meeting documents, reports as well as the work program. This will expose the Junior Programme Officer to the IPCC assessment report development process and help him/her have a sound understanding of how to contribute to IPCC assessment reports.

After two years the Junior Programme Officer is able to: understand how IPCC assessment reports are conducted and how data flows, indicators and assessment data are gathered and presented in a policy relevant way. The Junior Programme Officer will also have a better understanding of multi-lateral process, multi-cultural environments and the principles of global scientific assessments.

Training

Like all Early Warning and Assessment Division staff, the Junior Programme Officer will also be required to register to on-line training courses offered through the Massive Open Online Courses. The Junior Programme Officer can also participate in one off-site training course that is relevant to his/her area of work. The Junior Programme Officer will also receive training in performance appraisal and project management.

Qualifications and experience

Qualifications: Advanced university degree (Master's degree or equivalent) in a field relevant to the environment, (environmental studies, environmental economics, and environmental assessments) with 4 years of work experience, preferably at the international level in environmental monitoring or assessment and experience with analyzing and reporting results for different audiences. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Skills:

- Proficiency in Windows, MS Office suite and skills in developing animated PowerPoint presentations, excel worksheets and databases.
- Demonstrated writing skills in English.
- Experience working in teams. Working with multicultural teams would be an advantage.
- Language(s) proficiency required: Fluency in English is essential. Working knowledge of other UN languages is an asset.

Competencies

The suitable candidate should have:

- Good communication skills: speaks and writes clearly and effectively in English.
- Teamwork: should be able to work in collaboration with colleagues; solicit guidance where appropriate from his/her superior.

- Creativity: not bound by current thinking or traditional approaches and seeks to consider new ideas and approaches to problem solving.
- Technological awareness: actively seeks to apply technology to appropriate tasks.