



## **TERMS OF REFERENCE FOR JUNIOR PROFESSIONAL OFFICER (JPO)**

### **UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE (UNFCCC)**

#### **I. General information**

**Sustainable Development Areas:** Climate Action

**Sector:** Resilience and adaptation, GHG emission reduction, awareness-raising and capacity building, climate finance, inclusive climate actions

**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.

The Regional Collaboration Centres (RCCs) are a network of six regional offices established by the UN Climate Change secretariat to support countries enhancing national climate action through capacity-building, technical assistance and strategic networking towards the full implementation of their NDC, increased ambition and greater resilience. The RCCs provide support in key focus areas under the Paris Agreement: adaptation, mitigation, means of implementation, transparency, stakeholders engagement. Their activities focus inter alia on NAPs, Article 6, NDC implementation, climate finance, youth engagement, gender-responsive climate actions.

#### **II. Supervision**

Direct supervisor: Regional Collaboration Centres, Global Lead, Mitigation Division, UNFCCC

Content and methodology of supervision: The position is located in the Regional Collaboration Centres Coordination unit (CRCC).

The JPO will receive guidance from the supervisor, both according to a workplan and ad hoc, as needed. Longer term guidance and feedback will be affected through the Performance Appraisal System (PAS). Regular feedback will be provided by the RCC Global Lead.

#### **III. Duties and responsibilities**

The current workplans of the six RCCs entail a list of activities in 5 areas of work: adaptation, mitigation, transparency, means of implementation, sustainable development and participation. All workplans are monitored by the CRCC, in addition to all background activities necessary to the implementation of these workplans, such as coordination, liaison, administrative duties, communications, monitoring, reporting and evaluation, and global guidance on substantive work and networking.

In this context, the JPO will:



**1. Support the implementation of the Workplans as the Adaptation Focal Point, including by:**

- a) Liaising on all matters relating to Adaptation, particular ensuring excellent communication between the Adaptation Division, CRCC and the Regional Leads;
- b) Support the development and the implementation of the Adaptation workplan, in collaboration with CRCC and the Adaptation Specialists in regions;
- c) Reporting on the Adaptation workplan implementation to a wide scope of stakeholders at regular intervals and reporting any issue as they arise;
- d) Supporting and participating in events organized by the RCCs as required;
- e) Support CRCC with administrative matters relating to the work led on Adaptation.

**2. Participate in the Monitoring and Evaluation project lead by the CRCC, by:**

- a) Supporting the tracking of progress in the implementation of the RCC workplans;
- b) Supporting the implementation of the Monitoring and Evaluation project led by CRCC, including preparation of the end-of-year the M&E report;
- c) Participating in the creation of the necessary dashboards to automate data gathering in the frame of the M&E Project;
- d) Support the data gathering and data analysis necessary to the preparation and publication of the RCC annual reports.

**3. Support the communication and outreach activities of the unit, including:**

- a) Participating in the elaboration and implementation of RCC communications plans aligned with the communications strategy;
- b) Supporting the measurement (Google Analytics) of the communication plans' performances, and reporting accordingly;
- c) Drafting articles and information material, including visuals (infographics, webcards, etc.).
- d) Creating, maintaining and updating RCC webpages.
- e) Collecting inputs from internal and external stakeholders, creating and sending RCC newsletters and social media posts.

#### **IV. Qualifications and experience**

Advanced university degree (Master's degree or equivalent) in data science, data analysis, engineering, economics, environmental economics, environmental science, business administration, international affairs, social science 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. Good understanding of climate change issues.

Fluency in oral and written English is required. Working knowledge of another UN language 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.

Upon completion of the assignment the Junior Professional Officer will:



**United Nations**  
Framework Convention on  
Climate Change



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

- Have acquired detailed knowledge on the international policy underlying different aspects of addressing adaptation to the adverse effects of climate change,
- Have acquired detailed knowledge including the different delivery mechanisms for supporting associated action, as well as on the scientific, methodological and other technical basis that underlies global efforts to support adaptation.
- The officer will also become well-versed other necessary skills that are required, including managerial skills, project management, portfolio management, strategic partnerships, business development and stakeholder engagement.
- 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) conference.

Mentoring the specific aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will also be provided with resources for self-learning, under the guidance of the supervisor and colleagues within the team, to attain the necessary knowledge and level of information to perform JPO functions effectively.