



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change

Sector: Means of Implementation Division

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: Alejandro Kilpatrick, Manager, Capacity-building subdivision, Means of Implementation 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 Capacity-Building Subdivision of the Means of Implementation Division

Responsibility:

The JPO will supporting three key strategic areas:

a) Support to strategic capacity-building analysis and research

- Support research and analysis on emerging capacity needs and gaps in developing countries
- Analyze and synthesize best practices and lessons learned from capacity-building initiatives
- Support the development of monitoring and evaluation frameworks for climate-related capacity-building activities

b) Support to intergovernmental processes and the Paris Committee on Capacity-building

- Provide substantive support to negotiations on capacity-building under the Convention, the Kyoto Protocol and Paris Agreement
- Support implementation of the Paris Committee on Capacity-building (PCCB) 2025-2029 work plan, including the implementation of the annual focus area
- Prepare analytical documents, background papers, and technical inputs for PCCB meetings
- Support organization of the annual Durban Forum on capacity-building and PCCB meetings



c) Support to the Capacity-building Coherence and Coordination Initiative (CBCI)

- Contribute to mapping and analysis of UNFCCC-wide capacity-building activities
- Support development of coordination frameworks and tools for enhanced capacity-building delivery
- Assist in organizing coordinated capacity-building activities and events

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental studies, international relations, sustainable development, 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 climate change, sustainable development, capacity-building on environmental or development related issues, or other 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 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:

- Gained deep understanding of capacity-building as a fundamental enabler and catalyst for effective climate action, unlocking countries' potential to implement their climate commitments.
- Developed comprehensive expertise in international climate change policy and multilateral negotiations, particularly in relation to capacity-building.
- Built strong cross-cutting expertise through collaboration with other UNFCCC divisions and UN organizations on key climate action instruments (such as NDCs, NAPs, finance), developing a robust professional network across the UN climate support landscape.
- Gained deep understanding of developing countries' capacity needs and gaps through systematic analysis and direct engagement with stakeholders.
- Acquired practical experience in designing and implementing coordinated capacity-building initiatives across multiple stakeholders and regions.
- Mastered the coordination of work among UNFCCC constituted bodies, understanding their interactions and contributions to the climate process.
- Enhanced analytical and technical writing skills through preparation of high-level documents, reports, and technical papers.
- Built expertise in project management and stakeholder coordination through support to major initiatives like the CBCI.
- Gained hands-on experience in multilateral negotiations by supporting and participating in international climate conferences (COPs) and subsidiary body meetings.



United Nations
Framework Convention on
Climate Change



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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.