



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change, Means of Implementation

Sector: Means of Implementation 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.

The Means of Implementation Division provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement by supporting the climate finance architecture, international cooperation on climate technology development and transfer, and the implementation of the capacity-building arrangements and processes.

II. Supervision

Direct supervisor: Sophie De Coninck, Director, 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 front office of Director, Means of Implementation Division, directly reporting to the Director.

Responsibility:

- a) Assists the Director and Division staff in developing innovative integrated approaches to means of implementation, thereby promoting coordination and coherence across capacity building, climate finance, and climate technology development and transfer and related cross-cutting issues;
- b) Conducts analysis of relevant substantive issues, including those relating to capacity-building, climate finance, and climate technology development and transfer, and their linkages as contribution to the execution of tasks coordinated by the Division;
- c) Supports the assessments of the needs of developing countries, in the fields of capacity-building, climate finance, and climate technology development and transfer;



- d) Contributes to the development and management of cross-divisional projects integrating various means of implementation in support of the needs of developing countries especially Least Developed Countries and Small Island Developing States;
- e) Supports climate change negotiations in thematic areas relevant to the Means of Implementation Division during the meeting of the Subsidiary Bodies as well as during the COP;
- f) Participate in and support relevant missions, as needed;
- g) Contributes, under the guidance of the Director and other relevant staff, to the preparation of presentations, briefs/reports and background papers.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in international relations, climate change, environmental, engineering, economics, finance, management, development studies or social sciences, 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 in climate change, environment development, 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:

- Have developed a good understanding of integrated approaches to means of implementation, i.e. relating to capacity building, climate finance and climate technology development and transfer;
- Have acquired experience and skills related to key substantive issues under the responsibility of the Division and their linkages;
- Have acquired knowledge in supporting Parties with needs assessments and implementation;
- Have gained experience in project development and management;
- Have knowledge related to the linkages of substantive workstreams under the UNFCCC with relevant sustainable development goals and the related work of other UN organizations;
- Have acquired understanding of the functions and operating modalities of the UNFCCC secretariat, including in the context of the meetings of subsidiary and governing bodies of the Convention, the Kyoto Protocol and the Paris Agreement.

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-



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17 GOALS TO TRANSFORM OUR WORLD

learning exercise, under the guidance of the supervisor and colleagues, to attain the necessary knowledge and level of information to perform JPO functions effectively.