



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: 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 issues of our time. Means of Implementation division supports the UNFCCC work in the areas of climate finance, climate technology, and capacity-building.

II. Supervision

Direct supervisor: Bhava Dhungana, Team Lead, Policy and Support Unit, Technology 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 within the Policy and Support Unit of the Technology Subdivision. The Technology Subdivision supports the intergovernmental climate change process on matters related to climate technology development and transfer. The Subdivision also supports the work of the UNFCCC Technology Mechanism, in particular the work of Technology Executive Committee (TEC). The TEC focuses on identifying policies that can accelerate the development, transfer and deployment of technologies that contribute to low-emission climate-resilient development in line with the Convention and the Paris Agreement. The Subdivision further engages with a broad range of partners, collaborators and stakeholders in response to mandates given by the UNFCCC governing and subsidiary bodies as well as by the TEC to support the implementation of its rolling workplan.

Responsibilities:



- 1. Support the work of the TEC in accordance with its rolling workplan for 2023-2027¹, particularly on emerging and transformation adaptation technologies, water-energy-food systems, and research, development and demonstration:**
 - a. Support the preparation and organization of meetings and events for the Technology Executive Committee (TEC), which may include the preparation of the agenda, annotations, scheduling of meetings, speaking notes, and briefing notes for the Chair and Vice Chair of the TEC, presentations, as well as drafting meeting reports;
 - b. Conduct analytical work on policy options, statistical data and other information;
 - c. Prepare background documents and concept notes;
 - d. Support relevant taskforce(s) or working groups established by the TEC;
 - e. Liaise with relevant observers and stakeholders; and
 - f. Organize event /workshop/thematic dialogue related to the topic, as needed.
- 2. Support the work related to technology and nationally determined contributions (NDCs):**
 - a. Analyze and synthesize information related to climate technologies in the updated NDCs, which contributes to the secretariat's NDC synthesis report;
 - b. Contribute to the analysis of challenges and lessons learned with regard to NDC implementation from the perspectives of technology;
 - c. Support the joint work of TEC and CTCN on NDC and technology, including preparation of summary of policy makers on technology role in the NDC and dissemination of TEC-CTCN joint publication on the topic.
- 3. Support the intergovernmental process on technology development and transfer:**
 - a. Review, analyze and synthesize submissions from Parties and prepare synthesis reports, information notes or other types of documents as needed;
 - b. Prepare briefing notes and speaking notes for Co-Facilitators of negotiation items and support the preparation of in-session documents requested by Parties as needed;
 - c. Prepare daily updates on the status of negotiation items and provide inputs to meetings and outcome documents as needed;
 - d. Assist in the organization of panel discussions, workshops or side events held at the margins of UNFCCC conferences.
- 4. Support other related duties as required**

¹ [Rolling workplan of the TEC for 2023-2027.](#)



IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in engineering, science, development study, economic, international relations or related fields 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 sustainable development in developing countries, international relations, computer/data science 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 Junior Professional Officer (JPO) will be encouraged to undertake in-house training on the UNFCCC's substantive mandate, as well as on the skills and tasks necessary for effectively carrying out the responsibilities at the UNFCCC secretariat. These training opportunities will also support the JPO's future career development. The training may include areas such as drafting, climate technology expertise, computer proficiency, interpersonal communication, interviewing techniques, and teamwork.

Upon completion of the assignment the Junior Professional Officer will:

- Have acquired in-depth knowledge of the United Nations climate change process, particularly in the area of technology development and transfer, including through engagement in intergovernmental negotiations.
- Have developed a comprehensive understanding of the UNFCCC Technology Mechanism, including its policy arm, the Technology Executive Committee (TEC), and its implementation arm, the Climate Technology Centre and Network (CTCN).
- Have made meaningful contributions to the implementation of the TEC's rolling workplan, particularly in relation to emerging and transformative adaptation technologies, water-energy-food systems, and research, development, and demonstration.
- Have participated in key intergovernmental climate change conferences, such as the UNFCCC Conference of the Parties (COP) and meetings of its Subsidiary Bodies (SBs).

Mentoring on the specific substantive aspects of the JPO's work will be provided by staff members currently handling similar responsibilities. Additionally, the JPO will have access to a wealth of self-learning resources, under the guidance of the supervisor and colleagues, to acquire the knowledge and information necessary to effectively perform their duties.