



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change, Operations Department

Sector: Operations Coordination, UNFCCC

Duty Stations: Bonn, Germany

Background: **The United Nations Framework Convention on Climate Change (UNFCCC)** is at the center of global efforts 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. The secretariat is a dynamic organization working in a politically complex environment to resolve one of the defining environmental issues of our time.

II. Supervision

Direct supervisor: Jingwen Yang, Information Management Officer, Records Management Team, Operations Coordination

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 required.
- Longer-term guidance and feedback will be provided through the Performance Appraisal System (PAS).
- Regular feedback will support short-term planning and provide an opportunity for discussion with the team and supervisor.

III. Duties and responsibilities

The JPO will work in Records Management Team, Operations Coordination, to:

- a) **Collaborate on the Modern Workplace project** to ensure that recordkeeping requirements are effectively incorporated and implemented.
- b) **Develop and implement a recordkeeping system** for managing electronic records in alignment with Records and Information Management (RIM) best practices.
- c) **Establish and enforce records retention and disposition processes** in compliance that comply with RIM program policies, legal and regulatory requirements, and organizational business needs.
- d) **Implement a classification scheme and controlled vocabulary** to systematically organize records and manage their lifecycle effectively.
- e) **Assess UNFCCC records and archives** stored on file shares, shared drives, and SharePoint sites, and provide recommendations for migrating and preserving digital records with continuing institutional value.
- f) **Execute workflows and activities** for accessioning, describing, storing, and enabling access to born-digital materials.
- g) **Performs other related duties** as required



IV. Qualifications and experience

- Advanced university degree (Master's degree or equivalent) in archives and records management studies, information management science, or a related discipline is required.
- A first-level university degree combined with an additional two years of qualifying experience may be accepted in lieu of an advanced degree.

Experience:

- At least two years of relevant work experience in digital records or archives management with knowledge of current trends, tools, best practices, and issues associated with electronic records and their preservation.

Languages:

- Fluency in oral and written English is required.
- Work knowledge of another UN official languages is an asset.

V. Training components and learning elements

Training opportunities:

The JPO will have access to in-house training on the UNFCCC's substantive mandate and skills necessary for effective performance, including:

- Advanced computer skills for managing digital records and archives
- Supervisory and team-building skills
- Interviewing and communication skills.

Learning outcomes:

Upon completion of the assignment the Junior Professional Officer will:

- Gain substantial experience in digital records and information management.
- Develop a strong understanding of records management policies, procedures, and practices within an international organization.
- Be proficient in analyzing business processes to identify and implement effective recordkeeping requirements
- Demonstrate the ability to create and manage digital records in systems that ensure the integrity, authenticity, and reliability of records.
- Acquire expertise in preserving digital records to ensure their accessibility and usability throughout their retention period.
- Design and implement a comprehensive digital recordkeeping strategy to safeguard records' authenticity, protect sensitive information and maintain their accessibility.

Mentoring and Self-Learning:

- The JPO will receive mentoring from staff currently performing similar responsibilities.
- A self-learning exercise, guided by the supervisor and colleagues, will help the JPO attain the necessary knowledge and skills to effectively perform their duties.



United Nations
Framework Convention on
Climate Change



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