



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change (*Transparency- climate change reporting*)

Sector: Transparency 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.

II. Supervision

Direct supervisor: *Tugba Icmeli, Team lead, CGE/ETF support Unit, Transparency Support Subdivision, Transparency 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 UNFCCC secretariat in Bonn, Germany, in the CGE/ETF Unit of the Transparency Division which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries on transparency related matters.

Responsibilities:

- a) Provide technical support in developing technical materials and knowledge products to assist developing countries with implementation of the ETF;
- b) Provide substantive support to the meetings of the Consultative Group of Experts (CGE) and training workshops conducted by the CGE and the secretariat including contributing to the preparation of various written outputs, e.g. background papers, analytical notes, reports of the meetings and workshops;
- c) Provide technical input for development and/or maintenance of the unit's webpages, including contributing to design ideas, content development, and in coordination with the Communications and Engagement division, development of communication materials, including articles, short videos, brochures, and social media updates;



- d) Provide support, where needed, to intergovernmental process related with the transparency related negotiation items;
- e) Perform any other job-related activity required to meet the overall goals and objectives of the Unit and the Transparency Division, including representing the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.

IV. Qualifications and experience

Advanced university degree (Masters or equivalent) in environmental science, economics, engineering, development studies or a related discipline. A first-level university degree (B.A. or equivalent) in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

At least two years of professional experience in the area of preparation and review of information included in national submissions (e.g. GHG inventories, BRs, BURs, NCs, and/or REDD+) under the Climate Change Convention, Kyoto Protocol or Paris Agreement, or comparable experience with the preparation and processing of technical information of similar complexity.

Experience in an international setting is an asset. Participation in UNFCCC review activities of national submissions is an asset. Experience with preparing technical reports on climate change issues is an asset.

Fluency in oral and written English is required. Work knowledge of another UN official 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. These may include computer skills, supervisory skills, interviewing skills, team-building training.

Upon completion of the assignment the Junior Professional Officer will:

- Have acquired experience and skills related to provision of technical support to developing countries for climate change reporting;
- Have worked with multiple stakeholders internal and external to the secretariat;
- Have obtained knowledge of the implementation of the ETF as per its modalities, procedures and guidelines (Annex to decision 18/CMA.1);
- Have obtained some exposure to the intentional climate change negotiation process.

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.