



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

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: Gopal Joshi, Team Lead, Systems unit, Info hub, Data, Systems and Tools 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 responsibility

The JPO will work in the Systems unit of the Info hub, Data, Systems and Tools subdivision of the Transparency division. The JPO will support other units in the subdivision and division as needed.

Responsibility:

- a) Support the enhancement of the ETF reporting tools and the development of the UNFCCC Climate Data Hub—including BTR review tools, analytical tools, and the climate data portal—by conducting comprehensive functional testing of incremental versions, contributing to the development of business and system requirements as well as test cases, and providing detailed documentation and explanations of identified errors and required corrections.
- b) Support the operation and maintenance of the ETF reporting tools and the UNFCCC Climate Data Hub—including BTR review tools, analytical tools, and the climate data portal.
- c) Assist national experts in effectively using the ETF reporting tools and BTR review tools by tracking, analyzing, and troubleshooting reported issues in collaboration with business owners and technical teams, managing backlogs for bug fixes and enhancements, supporting training activities, and developing user support materials such as manuals and FAQs.
- d) Support the management and day-to-day implementation of projects related to transparency IT systems and tools, ensuring cross-functional collaboration, effective stakeholder engagement, refinement of business and technical requirements, and adherence to project delivery timelines.



- e) Provide support to the information and data management by analyzing reported GHG, NDC and financial, technological and capacity-building support data, collecting and presenting statistical information, contributing to the preparation and publication of mandated reports and review documents, responding to data-related inquiries, and maintaining and updating the climate data portal.
- f) Support the capacity-building, communication and outreach activities relating to the systems and tools relevant to the Enhanced Transparency Framework.
- g) Support research and analysis on relevant background material, best practices and innovative approaches related to the development, maintenance and enhancement of transparency related information systems, tools, applications, portals and databases.
- h) Support other units of secretariat, as required, on matters related to MRV, ETF and maintenance, enhancement and development of information systems, tools, applications, portals and databases.
- i) Performing any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division or the secretariat.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in environmental studies, international relations, international law, economics, computer science or a related discipline, 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 issues (such as reporting and review under the MRV and the ETF) or related fields. Familiarity with the ETF and other broader issues under the Parties Agreement is a requirement. The following would also be an asset:

- a) project and service management of information systems and tools;
- b) working experience in an international setting;
- c) skills in analyzing technical data and preparing technical and policy reports;
- d) strong oral and written communication skills.

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:

- a) Have in-depth knowledge and understanding of reporting and review under the MRV arrangements under the Convention and the ETF under the Paris Agreement;
- b) Have acquired skill and experience in using and training others on the ETF reporting tools and review tools;
- c) Have acquired experience and skill related to project and service management of IT projects;
- d) Have knowledge and experience of international climate change conferences such as Conferences of the Parties (COPs) and Subsidiary Bodies (SBs), to the extent possible;



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17 GOALS TO TRANSFORM OUR WORLD

- e) Have become well-versed in the necessary analytical skills that are required, including in compilation and synthesis of technical and policy reports.

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.