



Terms of Reference for Junior Professional Officer (JPO)

United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Action, Quality Education

Sector: Human Resources, 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: Team Lead, Human Resources Management, UNFCCC

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 Human Resources Management Team, within delegated authority, the JPO will be responsible for the following duties:

1. General

- a) Provides advice and support to managers and staff on human resources related matters;
- b) Keeps abreast of developments in various areas of human resources.

2. Recruitment and placement

- a) Coordinates with client offices throughout the secretariat in identifying upcoming vacancies;
- b) Prepares vacancy announcements, reviews applications, and provides a short-list to clients' offices;
- c) Reviews recommendation on the selection of candidate by client offices;
- d) Prepares and presents cases to appointment and promotion bodies;
- e) Serves as ex-officio in examinations boards;
- f) Monitors the work of Human Resources Assistants in carrying out all human resources administrative actions, including maintenance of relevant tables, and processing of contracts;



- g) Supervises the maintenance of various recruitment databases and the human resources filing system, including review and analysis of relevant data;
- h) Assists in planning, organizing, developing and administering tests related to recruitment of Professional, General Service and other categories of staff;
- i) Organizes and coordinates the UNFCCC Gratis Personnel programmes for fellows, Junior Professional Officers, non-reimbursable loan experts;
- j) Performs researches into specific matters related to recruitment policies, assessment modalities, recruitment process and other related areas and prepares reports or proposals thereon.

3. Organizes and coordinates the Administration of entitlements

- a) Administers and provides advice on salary and related benefits, level of remuneration for consultants, travel, and social security entitlements;
- b) Provides advice on interpretation and application of policies, regulations and rules. Reviews and provides advice on exceptions to policies, regulations and rules.

4. Staff development and career support training

- a) Identifies and analyzes staff development and career support needs and designs programmes to meet identified needs;
- b) Provides induction orientation and briefing to new staff members.

5. Other duties

- a) Prepares classification analysis of jobs in Professional and General Service and related categories;
- b) Provides guidance to programme managers on the application of classification policies and procedures and by undertaking whole office review.

IV. Qualifications and experience

Advanced university degree (Master's degree or equivalent) in human resources, organizational behavior, psychology, public or business administration, law, 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 such as in human resources management 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:



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- Have acquired solid experience and skills related human resources management policies, rules and regulations of both UNFCCC and the common UN system.
- Have gained practical experience of HR recruitment, learning and development, as well as UN general benefit and entitlement and other HR areas.
- If applicable, as much as possible, the secretariat will also ensure the participation of the JPOs to international climate change conferences such as Conferences of the Parties (COPs) and Subsidiary Bodies (SBs).

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.