



## **Terms of Reference for Junior Professional Officer (JPO)**

### **United Nations Framework Convention on Climate Change (UNFCCC)**

#### **I. General information**

**Sustainable Development Areas:** Climate change – Reporting and Review

**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: *Alma Jean, Team Lead, BTR review coordination unit, Reporting and Review Sub-division, 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 BTR review coordination unit, the Reporting and Review sub-division of the Transparency Division.

Responsibility:

- 1) Support the overall coordination and planning to facilitate the efficient implementation of technical expert reviews (TERs) of biennial transparency reports (BTRs), including:
  - i. Conducting a preliminary analysis of submitted BTRs;
  - ii. Composing TER teams;
  - iii. Providing organizational support to facilitate in country or centralized reviews.
- 2) Coordinate TERs of specific BTR submissions, including:
  - i. Preparation of the Party and TER teams, including preparing necessary materials and the relevant guidance for an effective review;
  - ii. Monitoring and guiding the expert review teams before, during and after the review week
  - iii. Supporting the TER teams and the Party concerned, to yield a good quality TER report, for timely publication on the secretariat's website;



- 3) Provide substantive support for communication and outreach efforts, including organizing and coordinating events, aimed at disseminating information on the secretariat's progress with implementing the TER process and the outcome of these efforts;
- 4) Provide substantive support for the preparation of the technical expert review (TER) annual report, in particular:
  - i. Designing and maintaining a database to document the outcomes of the TERR process
  - ii. Conducting analysis of the relevant information to be included in the TER annual report, including from the database
  - iii. Visualizing and documenting the requisite data analysis.
- 5) Provide substantive support for the effective operation of the TER Knowledge Hubs, particularly, on adaptation information and consideration of national capabilities and circumstances of developing country Parties in the TER process;
- 6) Support the preparation and testing of ETF review tools, and efforts to integrate artificial intelligence (AI) in the TER process;
- 7) Provide substantive support to plan and implement the facilitative sharing of views (FSV) and facilitative multilateral consideration of progress (FMCP), under the Convention and Paris Agreement, respectively;
- 8) Support transparency negotiating items during the meeting of the Subsidiary Bodies and the COP, including:
  - i. Negotiation support and relevant guidance to Parties and negotiating groups and
  - ii. Preparation of technical papers and presentations.
- 9) Support other related areas, as required by the Team Lead.

#### **IV. Qualifications and experience**

Advanced university degree (Masters or equivalent) in environmental studies, international relations, economics or a related discipline. 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 (2) years of professional experience in preparation and review of information included in national submissions under the Climate Change Convention, Kyoto Protocol or Paris Agreement, or comparable experience with the preparation and processing of technical information of similar complexity.

The following would also be an asset:

- i. Experience of preparing technical reports on climate change issues (Greenhouse gas inventories, mitigation actions and their effects, Needs and support);
- ii. Good understanding of the intergovernmental process and decisions, particularly on the Enhanced transparency framework under the Paris Agreement;
- iii. Competence in the use of cloud based platforms;
- iv. Efficient use of MS Office Suite and other application as Adobe Acrobat; MS Teams etc.;
- v. Experience in an international setting;
- vi. Good communication and diplomatic skills.

Fluency in oral and written English is required. Work knowledge of another UN official languages is also 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:

- In depth knowledge and understanding of Transparency-Reporting and Review as it related to the MRV arrangements under the Convention and the ETF under the Paris Agreement
- Detailed knowledge of the international policy that underlies different aspects of Mitigation/tracking progress, GHG and needs and support of developing countries
- Detailed knowledge of the related scientific, methodological and technical basis that underlies efforts to support the transition to ETF and successful implementation of the Paris Agreement (including tools and the necessary training programmes)
- The JPO will have become well-versed in the necessary analytical skills that are required, including in compilation and synthesis of technical 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.