



Terms of Reference for Junior Professional Officer (JPO) United Nations Framework Convention on Climate Change (UNFCCC)

I. General information

Sustainable Development Areas: Climate Change, Adaptation

Sector: Review Subdivision, Adaptation Division, UNFCCC

Duty Station: 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.

The Adaptation Division supports Parties in enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change. It facilitates the provision of holistic technical guidance and advice to Parties on all aspects of adaptation and resilience, especially on assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerability; and enhancing implementation and reviewing progress. The division supports a number of processes, including the process to formulate and implement National Adaptation Plans (NAPs), matters related to the global goal on adaptation (GGA), the Warsaw International Mechanism for Loss and Damage (WIM), and four constituted bodies.

The Review subdivision under the Adaptation Division supports the Adaptation Committee (AC), the GGA, provides adaptation input relevant to the technical analyses and syntheses for the Global Stocktake (GST) and facilitates engagement and outreach on adaptation to promote action towards the achievement of the objectives and goals of the Convention and the Paris Agreement. It consists of three units – the AC unit, the Reporting and Engagement unit and the GGA unit.

The **Adaptation Committee (AC)** was established to promote the implementation of enhanced action on adaptation in a coherent manner under the Convention and the Paris Agreement.

II. Supervision

Direct supervisor: Carlos Ruiz-Garvia, Team Lead, Adaptation Committee (AC) unit

Content and methodology of supervision: The Junior Professional Officer (JPO) will receive regular guidance from the supervisor through scheduled meetings and ad hoc discussions. Weekly check-ins and participation in team meetings will ensure effective planning and alignment with goals. Performance evaluations will be conducted through the Performance Appraisal System (PAS) and through mentoring by senior colleagues.



III. Duties and responsibilities

Under the direct supervision of the AC Team Lead, the JPO will carry out the following duties and responsibilities:

- a) Support the AC in its mandate to promote coherence in adaptation under the Convention and the Paris Agreement.
- b) Assist in the preparation of technical papers, policy briefs, and other outputs on adaptation-related themes.
- c) Contribute to the development and dissemination of tools and guidelines, including those related to adaptation planning, implementation, and monitoring.
- d) Facilitate stakeholder engagement processes, including with Parties, experts, and organizations, to strengthen collaboration.
- e) Assist with the planning and organization of AC meetings and workshops, including drafting agendas, summaries, and reports.
- f) Support the tracking and synthesis of progress on adaptation globally, contributing to the state of adaptation reports.

IV. Qualifications and experience

An advanced university degree (Master's degree or equivalent) in environmental sciences, climate policy, sustainable development, international relations, or a related field is required. A first-level university degree in combination with 2 additional years of relevant experience may be accepted in lieu of an advanced degree.

A minimum of two years of relevant work experience is required in climate change, adaptation planning, policy analysis, or related fields. Experience with international organizations or multilateral processes is an asset.

Fluency in oral and written English is required. Working knowledge of another UN official language (e.g. French or Spanish) 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 workshops on climate policy and adaptation practices and skills development in programme management, stakeholder engagement, and resource mobilization.

Upon completion of the assignment, the JPO will have:

- Acquired hands-on experience in adaptation policy development and stakeholder engagement.
- Understood global adaptation frameworks, including National Adaptation Plans (NAPs) and the global goal on adaptation.
- Be proficient in drafting technical and policy documents for multilateral processes.
- Strengthened project management and organizational skills.



United Nations
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- Participated in key international climate conferences such as the Conference of the Parties (COP) and Subsidiary Bodies (SB) sessions (where possible), enhancing their firsthand understanding of global climate negotiations and decision-making dynamics.

Mentoring on the specific aspects of the incumbent's responsibilities will be provided by experienced staff working on similar tasks. The JPO will receive one-on-one mentoring from experienced colleagues to deepen their knowledge of adaptation-related topics and enhance their professional growth. Additionally, the JPO will have access to a variety of self-learning resources, supported by guidance from the supervisor and colleagues, to support independent knowledge-building and to acquire the knowledge and skills needed to perform their role effectively.