



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: Response 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, the Warsaw International Mechanism for Loss and Damage (WIM), and four constituted bodies.

The Response subdivision under the Adaptation Division supports developing country Parties, with a special focus on least developed countries (LDCs) and small island developing states (SIDS), in assessing impacts, risks and vulnerability in the context of adaptation and loss and damage, and in developing, implementing, monitoring, evaluating and reporting on adaptation plans, policies and actions. It consists of two units – the Least Developed Countries Expert Group (LEG) & National Adaptation Plans (NAP) unit, and the WIM Executive Committee unit.

The **LEG & NAP unit** supports the Least Developed Countries Expert Group (LEG), national adaptation programmes of action (NAPAs), the LDC work programme and the process to formulate and implement NAPs in developing countries.

II. Supervision

Direct supervisor: Mr. Motsomi Maletjane, Team Lead, LEG & NAP unit

Content and methodology of supervision: The Junior Professional Officer (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 assist the secretariat's efforts to advance adaptation ambition through NAP 3.0. This third cycle of NAPs focuses on increasing the effectiveness of financial and technical support for developing countries, enabling them to produce and update NAPs more efficiently. It also aims to position NAPs strategically to secure financial support from a broader array of sources.

Under the guidance of the LEG & NAP Team Lead, the JPO will perform the following duties and responsibilities:

- a) Supporting the LEG & NAP unit in helping LDCs access and utilize global climate and socio-economic data, with a focus on tailoring this information to enhance adaptation assessments for the formulation and implementation of their NAPs.
- b) Supporting the application of monitoring and evaluation tools for adaptation, particularly in the context of NAPs and the Global Goal on Adaptation.
- c) Contributing to the development of technical papers and publications on NAPs, and to the development of graphics and related content for NAP Central.
- d) Contributing to the organization of events related to NAP 3.0 and the work of the LEG, including NAP writing workshops, and NAP Expos.
- e) Performing other related duties required to achieve the goals and objectives of the LEG & NAP unit, the Adaptation division and the secretariat.

IV. Qualifications and experience

An advanced university degree (Master's degree or equivalent) in a topic related to climate adaptation such as climate science, ecology, environmental studies, economics, 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.

A minimum of two years of relevant work experience is required, such as in applied analytics, business intelligence, information management, statistics, or related area. Experience designing and producing reports in self-service analytics and data visualization applications (MS Power BI, Qlik, Tableau R Studio or similar) and experience with tools managing version control such as Git or GitHub, and/or with database or programming languages such as Drupal, SQL, Python, R, are an asset.

Fluency in oral and written English is required. Working 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 have:



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17 GOALS TO TRANSFORM OUR WORLD

- a) Acquired experience and skills related to accessing and processing climate data to inform the formulation and implementation NAPs; and monitoring and assessing progress, effectiveness, gaps and challenges in the process to formulate and implement NAPs;
- b) Obtained knowledge related to the process to formulate and implement NAPs, UNFCCC intergovernmental support to the LDCs and SIDS;
- c) 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 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.