

Terms of Reference
for Junior Professional Officers (JPOs)
Information and Communications Technology

I. General Information

Title: Junior Professional Officer (JPO)

Sector of assignment: UNFCCC

Location: Bonn Germany

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office

II. Supervision

The JPO will work under the overall supervision of the Head, ICT Sub-programme and the general supervision of the Lead Project Management Office.

Content and methodology of supervision: The officer 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 in order to support short-term planning.

III. Duties and Responsibilities

Within some leeway permitted for the exercise of independent judgment, the incumbent will assist to the conceptual development, specification, design, development, implementation, support and evaluation of “proofs of concept” for innovative Information and Communications Technology (ICT) solutions, followed by development and pitching of business cases to scale-up successful proofs of concept, for both internal and external UNFCCC stakeholders.

- Assists in the development of concepts for innovative ICT solutions and well-defined, clearly-scoped proposals for “innovation projects” designed to prove or disprove those concepts;
- Assists in the specification, design, development, implementation, and support of innovation projects utilising a wide variety of novel and/or existing technologies and methods;
- Utilises the scrum framework and the UNFCCC project and service management framework, establishment and leadership of cross-functional teams to implement innovation projects, participating directly in the development team and as the scrum master;
- Assists in the evaluation of the outcomes of innovation projects, development of business cases to scale up proven concepts, and provision of support for pitching those concepts to internal and external UNFCCC stakeholders;
- Assists in procurements, including conducting needs assessments and benchmarks, preparing technical specifications and evaluation criteria;
- Assists in guidance to projects scaling up concepts proven by innovation projects, and contribution to other work on innovation in the secretariat;

- Contributes to and enhances the project and service management framework and the work of the project management office;
- Performs ad hoc duties as required;
- May provide guidance to new/junior staff.

IV. Qualifications and Experience

Minimum of a first level (B.A. or equivalent) university degree in computer sciences, engineering or in a related discipline.

At least three years of relevant work experience.

Fluency in English.

V. Training Components and Learning Elements

The JPO will be encouraged to undertake in-house training on skills and tasks which are necessary for the effective execution of the officer's responsibilities and which are supportive of the officer's future career progression. These may include computer skills, supervisory skills, interviewing skills, team-building training, and others. Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will, however, be expected to embark on a self-learning exercise, under the guidance of the supervisor and colleagues, to become updated with the necessary knowledge and information that would facilitate the effective performance of the officer's functions. At the end of the JPO assignment, the officer will have acquired detailed knowledge on the UN OICT policies and regulations. The officer will have in-depth practical knowledge of project management methodology (Prince2) and the agile development methodology (SCRUM). The JPO will be also skilled in how to bring innovation forward in the mature organisations and in how to run innovations projects.

VI. Information About Living Conditions at the Duty Station

Information is available at: <https://www.bonn.de/microsite/en/index.php?lang=en>

Terms of Reference
for Junior Professional Officers (JPOs)
Information and Communications Technology (ICT) sub-programme

I. General Information

Title: Junior Professional Officer (JPO)

Sector of assignment: UNFCCC

Location: Bonn, Germany

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office.

II. Supervision

The incumbent will work under the overall supervision of the Head, Information and Communications Technology (ICT) sub-programme and the general supervision of the ICT Security Officer.

Content and methodology of supervision: The officer 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 effected 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 in order to support short-term planning.

III. Duties and Responsibilities

The incumbent is responsible for the implementation and analysis of cybersecurity-related measures, audits and controls part of the secretariat-wide information security framework to protect the UNFCCC secretariat's ICT assets as well as the integrity, confidentiality and availability of the information and documents managed by the UNFCCC secretariat.

1. Participates in the implementation of security architectures, solutions and processes in accordance with defined policy and strategies. Activities include but are not limited to:
 - a. Implementing and upgrading established security measures and controls.
 - b. Operating and maintaining network, intrusion detection and prevention systems.
 - c. Analysing security alerts and breaches, supporting investigation and security incident response process.
 - d. Assisting in the execution of vulnerability and penetration testing, security audits, and related remediation activities.
 - e. Participating in threat and risk assessments, compliance monitoring, researching and providing input to the ICT security risk management at corporate and programme level.
 - f. Participating in the development, implementation and testing of business continuity plan and disaster recovery plans for ICT systems.
2. Assists in the development of a secretariat-wide information security framework. Participates in the establishment of policies, architectures and training designed to protect the data and information of the secretariat. Activities include but are not limited to:

- a. Participating in the development and maintenance of plans and strategies to ensure the confidentiality, integrity and availability of digital files, information systems, databases, documents and data repositories against unauthorized access, modification or destruction.
 - b. Providing technical advice and assistance to clients to ensure the UNFCCC's security policies and procedures are enforced.
 - c. Contributing to the development of a security awareness training programme for all staff members to ensure high level of compliance with UNFCCC security standards.
 - d. Researching, analysing and evaluating new technologies and making recommendations for their deployment.
3. Performs other job-related activities as may be required to achieve the goals and objectives of the sub-programme, the programme or the secretariat.

IV. Qualifications and Experience

Minimum of first level university degree (B.A. or equivalent) in computer science, cyber security, engineering or in a related discipline.

At least three years of relevant work experience.

Fluency in English.

Certification and/or knowledge in the field of IT cyber security (e.g. CCIM, CISSP, CEH, Security+) and Service Management methodology (e.g. ITIL) is an asset.

Technical skills:

- TCP/IP, computer networking, VPN, routing and switching
- Security Information and Event Management (SIEM)
- Firewall and intrusion detection/prevention protocols
- IDS/IPS, penetration and vulnerability testing
- C#, Java, Python, PHP programming languages
- Azure Cloud computing
- Data loss prevention, anti-virus and anti-malware
- Windows and Linux operating systems
- Network protocols and packet analysis tools

Additional Job-related skills:

- Excellent oral and written communication skills, with the ability to communicate with both technical and non-technical staff as well as end users
- Fluency in written and spoken English
- Strong analytical skills and ability to identify root cause of issues and incidents
- Ability to provide clear and simple explanations for complex issues
- Ability to generate innovative, practical solutions to challenging situations
- Effective participation in a team-based, information-sharing environment, through collaboration and cooperation with others

V. Training Components and Learning Elements

The JPO will be encouraged to undertake in-house training on skills and tasks which are necessary for the effective execution of the officer's responsibilities and which are supportive of the officer's future career progression. These may include computer skills, supervisory skills, interviewing skills, team-building training, and others. Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff from ICT infrastructure, systems, delivery and governance

units, as well as through regular and recurring contacts with counterparts from service vendors. The JPO will, however, be expected to embark on a self-learning exercise, under the guidance of the supervisor and colleagues, to become updated with the necessary knowledge and information that would facilitate the effective performance of the officer's functions. At the end of the JPO assignment, the JPO will have acquired detailed knowledge and understanding of emerging security threats and solutions, as well as up-to-date knowledge of current IT security industry standards, processes and best practices.

VI. Information About Living Conditions at the Duty Station

Information is available at: <https://www.bonn.de/microsite/en/index.php?lang=en>

**Terms of Reference
for Junior Professional Officers (JPOs)
Legal Affairs Programme**

I. General Information

Title: Junior Professional Officer (JPO)

Sector of assignment: UNFCCC

Location: Bonn, Germany

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office

II. Supervision

Direct supervisor: Hafida Lahiouel, Legal Affairs Programme

Content and methodology of supervision: The officer 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 effected 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 in order to support short-term planning.

III. Duties and Responsibilities

The duties, responsibilities and output expectations from the JPO will relate to the following areas: (a) legal support to the general legal and institutional sub-division; (b) legal support to the intergovernmental negotiation process under the Convention, the Kyoto Protocol and the Paris Agreement, and (c) support to Parties' treaty implementation through support to market mechanisms and constituted bodies, in particular the Kyoto Protocol and Paris Agreement Compliance bodies.

The functions will include:

- Provide substantive and procedural support to the intergovernmental negotiation process under the COP, the CMP, the CMA and the subsidiary bodies, including in connection with the development of decisions for the implementation of the Paris Agreement, legal and procedural support to the Presiding Officers and the election process of the UNFCCC.
- Prepare draft legal advice and opinions on issues concerning the implementation of the Convention, the Kyoto Protocol and the Paris Agreement;
- Undertake extensive legal research in the preparation of the draft legal advice and opinions, briefing notes and papers, in particular with regard to the possible entry into force of the Kyoto Protocol and the implementation of the Paris Agreement work programme by Parties;
- Provide substantive, legal and procedural support to the members of the Kyoto Protocol and Paris Agreement Compliance bodies;
- Carry out analysis and provide expert support to constituted bodies and market mechanisms/instruments under the Convention, Kyoto Protocol and the Paris Agreement.

IV. Qualifications and Experience

Minimum of first level university degree (B.A. or equivalent) in law or international relations.

Good understanding of international law and intergovernmental processes.

At least three years of relevant work experience.

Fluency in English.

V. Training Components and Learning Elements

The JPO will be encouraged to undertake in-house training on skills and tasks which are necessary for the effective execution of the officer's responsibilities and which are supportive of the officer's future career progression. These may include computer skills, supervisory skills, interviewing skills, team-building training, and others. Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will, however, be expected to embark on a self-learning exercise, under the guidance of the supervisor and colleagues, to become updated with the necessary knowledge and information that would facilitate the effective performance of the officer's functions.

At the end of the JPO assignment, the officer will be able to:

- Demonstrate a clear understanding of substantive, legal, procedural and institutional issues relating to the climate change process;
- Apply enhanced knowledge of intergovernmental processes;
- Plan, organize and service meetings in an intergovernmental process;
- Carry out legal research and prepare background information for the meetings of the COP, CMP and subsidiary bodies;
- Analyse legislative needs and identify options to assist in the development of climate change legislation at national level;
- Liaise with Parties, delegates and members of expert bodies and work with partner United Nations Agencies and Programmes.

VI. Information About Living Conditions at the Duty Station

Information is available at: <https://www.bonn.de/microsite/en/index.php?lang=en>

Terms of Reference
Junior Professional Officer (JPO)
Stakeholder & Regional Support Team
Sustainable Development Mechanisms Programme.

I. General Information

Title: Junior Professional Officer (JPO) RCC desk officer

Sector of assignment: UNFCCC

Location: Bonn, Germany

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office.

II. Supervision

Direct supervisor: Luca Brusa, Programme Officer (P4), Stakeholder & Regional Support Team, Sustainable Development Mechanisms Programme.

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 effected through the organizational Performance Appraisal System (PAS).

III. Duties and Responsibilities

Background information

The Stakeholder and Regional Support (SRS) team provides direct technical assistance by engaging a variety of stakeholders on matters relating to project implementation and procedural matters as well as being responsible for organizing the Regional Climate Weeks. Through the Regional Collaboration Centers (RCCs) and its partners, the team develops a series of activities with the view to engage a broad network of negotiators, private sector actors, NGOs and IGOs to ensure participation to the implementation of the Paris Agreement. The SRS team also manages a series of large scale Partnerships with other UN agencies including the Nairobi Framework Partnership.

The RCCs are a network of regional offices established as partnership between the UN Climate Change Secretariat and prominent regional host institutions. RCCs are located in Grenada (WINDREF - Windward Islands Research and Education Foundation), Panama (CAF - Banco de Desarrollo de América Latina), Thailand (IGES - Institute for Global Environmental Strategies), Togo (BOAD – West African Development Bank), Uganda (EADB – East African Development Bank) and Dubai (WGEO – World Green Economy Organization).

RCCs combine the in-depth expertise on climate change issues with knowledge of the local context. RCCs goal is to catalyze and support regional engagement in the UNFCCC process in order to promote action towards the achievement of the objectives and goals of the Convention, the Kyoto Protocol and the Paris Agreement through effective collaboration with UNFCCC programmes, RCC host institutions and partnerships.

Current RCC support include Nationally Determined Contributions (NDCs), the development and adoption of climate policies and economic instruments (e.g. carbon market, carbon pricing, subsidy schemes), MRV and transparency frameworks, NAMAs, facilitation of climate finance, engagement on instruments foreseen by Article 6 of the Paris Agreement and action by non-party stakeholders.

Responsibilities

1. Support stakeholders in the climate change process
 - Drafts concept notes in preparation of meetings, and consultations with stakeholder to brief on the status of negotiations relating to the implementation of the Paris Agreement;
 - Provides technical and operational support to meetings, stakeholder workshops;
 - Assists in research activities and data management.
2. Operational assistance to the activities of the RCC
 - Assists with the design and implementation of a capacity building plan, including the preparation and implementation of annual working plans;
 - Supports with liaising with the RCC Host Partners to ensure the provision of administrative services including financial and logistical arrangements, office supplies, IT equipment and communication devices;
 - Supports the work of the technical staff by undertaking research activities and compilations of materials to ensure that the center's activities are undertaken in timely and effective manner;
 - Documents the RCC work to UNFCCC and local stakeholders and contributes to the on-going learning and improvement through documentation of activities and lessons-learnt;
 - Develops a communication plan to outreach stakeholders and the media, and monitors implementation;
 - Identifies and reaches out to regional key stakeholders to establish partnership' including development of terms of collaboration and sharing information and best practices;
3. Support to the implementation of climate action activities in the context of the implementation of the Paris Agreement
 - Contributes to the implementation of the secretariat's Initiative for National Readiness for Implementation of the Paris Agreement by conducting research, analysis and presentation of potential interventions to support the implementation of climate action on the ground;
 - Conducts an in-depth assessment of existing training and capacity building; interventions available in the region including the identification of the needs in terms of capacity development of stakeholders;
 - Supports the delivery of learning interventions, the development of curricula, the preparation of learning materials and, when required, their translation;
 - Facilitates the institutional strengthening of national offices focusing on climate change issues by coaching and conducting workshops and training sessions.

If required, the candidate will undertake official missions to the RCCs to assist with some of the tasks.

IV. Qualifications and Experience

Minimum of first level university degree (B.A. or equivalent) in economics, environmental economics, environmental science, engineering, business administration, international affairs, social science or a related discipline.

Good understanding of climate change issues.

At least three years of relevant work experience.

Fluency in English. Working knowledge of French and Spanish is an asset for working with RCCs in Lomé and Panama.

V. Training Components and Learning Elements

The JPO will be encouraged to undertake in-house training on skills and tasks which are necessary for the effective execution of the officer's responsibilities and which are supportive of the officer's future career progression. These may include computer skills, supervisory skills, interviewing skills, team-building training, and others. Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will, however, be expected to embark on a self-learning exercise, under the guidance of the supervisor and colleagues, to become updated with the necessary knowledge and information that would facilitate the effective performance of the officer's functions. At the end of the JPO assignment, the officer will have acquired detailed knowledge on the challenges and opportunities faced by developing countries in the implementation of the Paris Agreement. The officer will also have acquired in-depth knowledge on the management of a regional office, in particular, allocation and use of resources, and partnership and stakeholders management. The officer will also become well-versed in the necessary skills that are required.

Terms of Reference
for Junior Professional Officer (JPO)
Global Climate Action

I. General Information

Title: Junior Professional Officer (JPO)

Sector of assignment: UNFCCC – sectoral partnerships

Location: Bonn, Germany

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office

II. Supervision

Direct supervisor: Manager, Global Climate Action (GCA).

Content and methodology of supervision: The officer will work in a team of UNFCCC staff working collectively to develop and implement UNFCCC’s sectoral partnerships. He/she will be directly guided by staff leading each partnership and will receive ongoing guidance on immediate priorities and work to be carried out but will also be assigned his/her own independent responsibilities under the overall guidance by the supervisor. The officer will receive regular short-term (weekly or daily) guidance and feedback from the supervisor, through both a planned and an ad-hoc setting as needed. Longer term guidance and feedback will be effected through the Performance Appraisal System (PAS).

III. Duties and Responsibilities

UNFCCC is engaging directly with a selected number of sectors to encourage and catalyse business-to-business collaboration to take climate action and align with the objectives for the Paris Agreement. These sectoral partnerships are global in nature and typically involves majority of the major industry players in each sector. This position will support the implementation of UNFCCC’s sectoral partnerships, including the Fashion Industry Charter for Climate Action (<https://unfccc.int/climate-action/sectoral-engagement/fashion-for-global-climate-action>), the Sports for Climate Action Framework (<https://unfccc.int/climate-action/sectoral-engagement/sports-for-climate-action>), and other sectoral partnerships such as for tourism and food systems.

The Junior Professional Officer will:

- Carry out basic research in support of selected aspects of UNFCCC sectoral partnership activities, including by collecting, analysing and presenting data and other information gathered from diverse sources.
- Provide substantive support to the coordination of communication, outreach to new partners, development of working group activity plans, and other substantive work within the sectoral partnerships.
- Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provide administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, etc.

- Prepare inputs for reports and publications issued for the partnerships.
- Collect information and feedback from relevant processes, meetings and online discussion inside and outside UNFCCC, and prepares summary reports or presentations as needed.
- Assist in the organization of, or participation in, panels, round tables etc, where pertinent issues are discussed.
- Perform other related duties as required.

IV. Qualifications and Experience

Minimum of first level university degree (B.A. or equivalent) in environmental studies, international relations, international law, engineering or related discipline. Good understanding of climate change issues. At least three years of relevant work experience. Fluency in English.

V. Training Components and Learning Elements

The JPO will be encouraged to undertake in-house training on skills and tasks which are necessary for the effective execution of the officer's responsibilities and which are supportive of the officer's future career progression. These may include computer skills, supervisory skills, interviewing skills, team-building training, and others. Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will, however, be expected to embark on a self-learning exercise, under the guidance of the supervisor and colleagues, to become updated with the necessary knowledge and information that would facilitate the effective performance of the officer's functions. At the end of the JPO assignment, the officer will have acquired experience from UNFCCC supported climate action initiatives, including strategy development, operational implementation, coordination with the wider UN system and external entities, and practical challenges and opportunities for catalysing climate action in different sectors. He/she will furthermore be well acquainted with the UN system, including promotion and negotiation of climate action opportunities within the intergovernmental negotiation process. The officer will also become well-versed in the necessary skills that are required

VI. Information About Living Conditions at the Duty Station

Information is available at: <https://www.bonn.de/microsite/en/index.php?lang=en>

Terms of Reference
for Junior Professional Officer (JPO)
Nairobi work programme, Adaptation Programme

I. General Information

Title: Junior Professional Officer (JPO)

Sector of assignment: UNFCCC

Location: Bonn, Germany

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office

II. Supervision

Direct supervisor:

Rojina Manandhar, Programme Officer, Nairobi work programme, Adaptation Programme

Content and methodology of supervision: The officer 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 effected 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 in order to support short-term planning.

III. Duties and Responsibilities

1. Assisting the implementation of intersessional activities:
 - Provide technical inputs to official documents through desk research and/or synthesis of information;
 - Undertake research and analyse information on relevant processes, policies and practices related to climate change adaptation in various thematic areas such as human health, ecosystems, biodiversity, oceans, and make recommendations and suggestions thereon;
 - Compile and synthesize relevant information communicated/contributed by Parties, partner organizations, and relevant stakeholders and organizations for further review and analyses;
 - Engage relevant experts, partner organizations, regional centres and networks for the development of targeted adaptation knowledge products and co-organization of the events;
 - Develop partnership proposals to support implementation of activities.
2. Assisting the preparation and successful delivery of mandated meetings and intersessional events and side events:
 - Prepare briefing notes, talking points, background information and documents prior to the meetings and events (e.g. background and reference documents, information materials, presentations);
 - Provide reliable in-meeting support through, among others, taking detailed notes of discussions, synthesizing key points emerging from the discussions, drafting in-meeting documents;
 - Prepare draft reports or meeting summaries as needed and carry out any related follow up activities.

3. Support to the intergovernmental process:
 - Prepare substantive technical analyses and documentation to support the negotiations, as appropriate;
 - Compile briefing notes, talking points and background information as well as respond to requests by the body focal points for reports and assessments;
 - Provide inputs to draft conclusions/decisions, and take notes and synthesize discussion points during meetings and consultations;
 - Provide substantive inputs to the preparation of other mandated documents (e.g. technical and synthesis papers).
4. Support to the communication and outreach work of the Nairobi work programme:
 - Support development and implementation of communication narratives and relevant products relevant to the work for the Nairobi work programme;
 - Maintain and improve existing databases and web portals, including relevant sections of the UNFCCC website, the Adaptation Knowledge Portal, and support the development of new ones as mandated.
 - Prepare relevant informational and outreach materials for internal and external audience (e.g. newsletters, Nairobi work programme twitter page, Adaptation Exchange facebook page, UNFCCC newsroom)
5. The JPO will perform any other job-related activities required to achieve the goals and objectives of the team, the subprogramme, the programme or the secretariat.

IV. Qualifications and Experience

Minimum of first level university degree (B.A. or equivalent) in environmental studies, international relations, international law, economics or related discipline.

Good understanding of climate change issues.

At least three years of work experience relevant to climate change adaptation, including drafting, synthesizing and effectively presenting written materials;

Established professional networks related to adaptation knowledge are an asset;

Experience in working in an international environment is an asset.

Fluency in English (both oral and written).

Specific professional knowledge and skills:

- Demonstrated ability to work well with teams with an emphasis on ability to contribute effectively to overall teamwork and quality of work;
- Communicating with impact (emphasis on writing and analytical skills, including drafting, synthesizing and effectively presenting written materials);
- Being responsive to clients and partners (emphasis on skills to facilitate collaboration with relevant stakeholders and engage potential partners in technical work);
- Being able to deliver results (emphasis on quality of work, attention to detail, follow up, planning and organizational skills);

V. Training Components and Learning Elements

The JPO will be encouraged to undertake in-house training on skills and tasks which are necessary for the effective execution of the officer's responsibilities and which are supportive of the officer's future career progression. These may include

computer skills, supervisory skills, interviewing skills, team-building training, and others. Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will, however, be expected to embark on a self-learning exercise, under the guidance of the supervisor and colleagues, to become updated with the necessary knowledge and information that would facilitate the effective performance of the officer's functions. At the end of the JPO assignment, the officer will have acquired detailed knowledge on the international policy underlying different aspects of addressing adaptation to the adverse effects of climate change, including the different delivery mechanisms for supporting associated action, as well as on the scientific, methodological and other technical basis that underlies global efforts to support adaptation. The officer will also become well-versed in the necessary skills that are required

VI. Information About Living Conditions at the Duty Station

Information is available at: <https://www.bonn.de/microsite/en/index.php?lang=en>

Terms of Reference
Junior Professional Officer (JPO)
National Adaptation Plans and Policy (NAPP) Subprogramme
Adaptation Programme

I. General Information

Title: Junior Professional Officer (JPO)

Sector of assignment: UNFCCC (National Adaptation Plans and Policy Subprogramme, Adaptation Programme)

Location: Bonn, Germany

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office

II. Supervision

Direct supervisor: Motsomi Maletjane, Team Leader
(Indicate name & title)

Content and methodology of supervision: The officer 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 effected 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 in order to support short-term planning.

III. Duties and Responsibilities

Under the direct supervision of the Team Leader of the LEG and NAP Unit, the Junior Professional Officer will perform the following duties:

1. Undertake analytical work related to the process to formulate and implement national adaptation plans (NAPs). Specific activities include:
 - Carrying out research on climate change adaptation in developing countries, to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources;
 - Preparing summary reports on the progress made, experiences, lessons learned, challenges, gaps and needs by developing countries in the formulation of NAPs and the implementation of policies, projects and programmes thereof;
 - Supporting the monitoring and evaluation of progress, effectiveness and gaps in the process to formulate and implement NAPs and the related adaptation efforts of developing countries;
 - Contributing towards the Open NAP case studies and support.
2. Support the organization of the NAP Expos and other events related to NAPs, to include proposing agenda topics, identifying and proposing participants, preparation of background documents and presentations, etc.
3. Provide substantive support to the intergovernmental process, including the review and analysis of emerging climate change issues and trends, participation in impact evaluation or equivalent studies, etc.
4. Prepare inputs for reports to intergovernmental bodies.
5. Follow intergovernmental meetings and prepare summary reports and similar material.
6. Perform other related duties as required.

IV. Qualifications and Experience

Minimum of first level university degree (B.A. or equivalent) in environmental studies, international relations, international law, economics or related discipline. Good understanding of climate change issues. At least three years of relevant work experience. Fluency in English.

V. Training Components and Learning Elements

The JPO will be encouraged to undertake in-house training on skills and tasks which are necessary for the effective execution of the officer's responsibilities and which are supportive of the officer's future career progression. These may include computer skills, supervisory skills, interviewing skills, team-building training, and others. Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will, however, be expected to embark on a self-learning exercise, under the guidance of the supervisor and colleagues, to become updated with the necessary knowledge and information that would facilitate the effective performance of the officer's functions. At the end of the JPO assignment, the officer will have acquired detailed knowledge on the international policy underlying different aspects of addressing adaptation to the adverse effects of climate change, including the different delivery mechanisms for supporting associated action, as well as on the scientific, methodological and other technical basis that underlies global efforts to support adaptation. The officer will also become well-versed in the necessary skills that are required

VI. Information About Living Conditions at the Duty Station

Information is available at: <https://www.bonn.de/microsite/en/index.php?lang=en>

Terms of Reference
Junior Professional Officer (JPO)
Communications and Outreach programme
Digital Communications

I. General Information

Title: Junior Professional Officer (JPO) in the Communications and Outreach - Associate Expert in Digital Communications

Programme

Sector of assignment: UNFCCC

Location: Bonn, Germany

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office

II. Supervision

Direct supervisor: Communications Officer (P3)

Content and methodology of supervision: The officer 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 effected 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 in order to support short-term planning.

III. Duties and Responsibilities

- Support the enhancement of UN Climate Change's website and mobile App in terms of usability, navigation, visualisation elements, and user interfaces;
- Provide strategic advice to client programmes on digital communication products such as microsites, online campaigns or social media use. Ensure the quality of concept and work produced is in line with the secretariat's communications strategy;
- Advise and support client programmes on the development and publishing of content on UN Climate Change's website and other digital communication channels.
- Prepare new and update existing written outputs such as featured articles, blog posts, Tweets, Facebook/ LinkedIn/ Instagram posts in English, to reflect UN Climate Change negotiations and to showcase climate action around the world;
- Prepare social videos, media kits, including web cards and draft messages, for sharing within the wider UN system and relevant NGOs and agencies as part of outreach campaigns.
- Performs other related duties as required.

IV. Qualifications and Experience

Education:

Minimum of first-level university degree (B.A. or equivalent) in communications, public relations, journalism, international relations or related field. Professional training as a journalist or training at a school of journalism an advantage.

Experience:

At least three years of relevant professional experience in communications, media services, social media, website and other digital media channels;
Experience in digital and audio-visual communications, is desired;
Proven abilities in information analysis and strong English drafting skills.

Languages:

Fluency in English (oral and written) is required. Knowledge of another official UN language such as French and Spanish is an advantage.

Other skills:

Ability to summarize and describe content in a concise form to aid information retrieval;
Good computer, internet and social media skills, knowledge of Microsoft Office essential;
Able to target media pro-actively;
Ability to work with multi-cultural teams and international professionals.

V. Training Components and Learning Elements

At the end of the assignment, the Junior Professional Officer would have gained a substantive knowledge and understanding of the UNFCCC process, the communications portfolio of a Conventions secretariat and in digital communications work at the United Nations.

The JPO will have the opportunity of getting involved in the digital communications work that includes the secretariat's website <unfccc.int>, its sub-sites and portals, its social media channels, its audio-visual channels and its applications for smartphones and tablets, contributing to the specific activities being carried out by the Communications and Outreach programme. In addition, the JPO will learn how to establish and maintain professional networks with media organizations and stakeholder groups.

VI. Information about the UNFCCC and About Living Conditions at the Duty Station

Information about living conditions is available at:

<https://www.bonn.de/microsite/en/index.php?lang=en>

The UNFCCC secretariat (UN Climate Change) was established in 1992 when countries adopted the United Nations Framework Convention on Climate Change (UNFCCC).

With the subsequent adoption of the Kyoto Protocol in 1997 and the Paris Agreement in 2015, Parties to these three agreements have progressively reaffirmed the secretariat's role as the United Nations entity tasked with supporting the global response to the threat of climate change.

Around 450 staff are employed at UN Climate Change. Secretariat staff come from over 100 countries and represent a blend of diverse cultures, gender and professional backgrounds.

Focusing in its early years largely on facilitating the intergovernmental climate change negotiations, the secretariat today supports a complex architecture of bodies that serve to advance the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

The secretariat provides technical expertise and assists in the analysis and review of climate change information reported by Parties and in the implementation of the Kyoto mechanisms. It also maintains the registry for Nationally Determined Contributions (NDC) established under the Paris Agreement, a key aspect of implementation of the Paris Agreement.

The secretariat organizes and supports between two and four negotiating sessions each year. The largest and most important is the Conference of the Parties, held annually and hosted in different locations around the globe. It is the largest annual United Nations conference, attended on average by around 25,000 participants. In addition to these major conferences, the secretariat organizes annual sessions of the so-called subsidiary bodies as well as a large number of meetings and workshops throughout the year.

In recent years, the secretariat also supports the Marrakech Partnership for Global Climate Action, agreed by governments to signal that successful climate action requires strong support from a wide range of actors, including regions, cities, business, investors and all parts of civil society. At UN Climate Change Conferences, a large number of events demonstrate how non-Party stakeholders are working with governments and the UN system to implement the Paris Agreement.

Throughout the year, the secretariat strives to keep all stakeholders informed of on the negotiating process and climate action through a variety of communications products, including social media. The UNFCCC social media accounts, including on Twitter and Facebook have a combined following of around 1.3 million people.

Terms of Reference
for Junior Professional Officer (JPO)
Capacity-building sub-programme
Finance, Technology and Capacity-building programme

I. General Information

Title: Junior Professional Officer (JPO).

Sector of assignment: UNFCCC.

Location: Bonn, Germany.

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office.

II. Supervision

Direct supervisor: Alejandro Kilpatrick, Team Leader, Capacity-building sub-programme, Finance, Technology and Capacity-building programme.

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 effected through the Performance Appraisal System (PAS). Regular feedback will be provided by the JPO on a weekly basis, both to the supervisor and to the team to support short-term planning.

III. Duties and Responsibilities.

- Carries out basic research and analytical work on capacity-building to support climate action in developing countries including but not limited to: i) identifying current and emerging capacity needs and gaps; ii) capacity-building support provided to developing countries; iii) best practices, cases studies and lessons learned in the design and implementation of capacity-building activities in developing countries; iv) good practices for the monitoring and evaluation of climate-related capacity-building activities; v) enhancing coherence and coordination in the design and implementation of capacity-building activities; with an aim to collect, analyse and present statistical data and information gathered from diverse sources, including through the Capacity-building portal;
- Collates and reviews current and planned capacity-building work of constituted bodies established under the Convention that implement capacity-building activities to provide an overview of capacity-building activities under the Convention;
- Provides substantive support to the intergovernmental process on capacity-building under the Convention, the Kyoto Protocol and the Paris Agreement, including the review and analysis of emerging issues and trends, and the preparation of official and informal pre-and in-session documents, as well as in-session support to agenda item co-facilitators;
- Provides support to the implementation of the work plan of the Paris Committee on Capacity-building (PCCB) through the preparation of various written outputs, e.g. draft background papers, analytical notes, studies, inputs to publications, meeting reports, etc.;

- Provides substantive support to the organisation of the annual meetings of the PCCB and the Durban Forum on capacity-building, through preparing draft agendas and programmes, background documents, presentations., meeting reports and identifying speakers and panellists;
- Contributes to the implementation of the sub-programme's activities regarding the engagement of capacity build stakeholders by supporting the operationalisation of the PCCB Network and the design and organisation of relevant events during regional climate weeks;
- Contributes to the implementation of the project supporting the collaboration plan between the UNFCCC and the NDC Partnership. by actively engaging with other programmes in the secretariat and with external partners and initiatives to identify areas of synergy and complementarity to support the implementation of the Paris Agreement; and
- Performs other related duties as required.

IV. Qualifications and Experience

Minimum of first level university degree (B.A. or equivalent) in environmental studies, international relations, international law, economics or related discipline.

At least three years of relevant work experience.

Good understanding of climate change issues

Understanding of international Climate Change negotiations under the UNFCCC an asset.

Demonstrated analytical and writing skills.

Fluency in written and spoken English.

V. Training Components and Learning Elements

The JPO will be encouraged to undertake in-house training on skills and tasks which are necessary for the effective execution of the officer's responsibilities and which are supportive of the JPO's future career progression. These may include computer skills, supervisory skills, interviewing skills, team-building training, and others. Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will, however, be expected to embark on a self-learning exercise, under the guidance of the supervisor and colleagues, to become updated with the necessary knowledge and information that would facilitate the effective performance of the JPO's functions. At the end of the assignment, the JPO will have acquired detailed knowledge on the international policy underlying different aspects of capacity-building to support climate action in developing countries, including on: the work of a constituted body such as the PCCB; the intergovernmental negotiations on capacity-building under different Governing bodies; better understanding of the capacity-building needs and gaps of developing countries and on potential ways and means on how these can be addressed; and the identification and engagement with a wide range of stakeholders within and outside the convention dealing with climate action at national level to support the implementation of the Paris Agreement, at international, regional, national and local level.. The JPO will also become well-versed in other necessary skills that might be required.

VI. Information About Living Conditions at the Duty Station

Information is available at: <https://www.bonn.de/microsite/en/index.php?lang=en>

Terms of Reference
for Junior Professional Officers (JPOs)
Information and Communications Technology

I. General Information

Title: Junior Professional Officer (JPO)

Sector of assignment: UNFCCC

Location: Bonn, Germany

Duration of assignment: one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office

II. Supervision

The JPO will work under the direct supervision of the Lead, Enterprise Application Services.

Content and methodology of supervision: The officer 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 done 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 in order to support short-term planning.

III. Duties and Responsibilities

The incumbent will support the day to day maintenance and enhancement of the UNFCCC website as part of an agile (scrum) team.

1. Develops, maintains, upgrades or enhances UNFCCC website:
 - a. Participates as a member of an agile development team with responsibility for delivery of one or more UNFCCC ICT applications;
 - b. Develops additional modules required for integration of the other web-based applications;
 - c. Implements usage of Solr search for content search;
 - d. Organizes and performs unit and integrated testing, designing and utilizing test bases; assists users in acceptance testing;
 - e. Maintains, upgrades or enhances existing web-site; troubleshoots and provides continuing user support, to include resolving difficult problems, advising on the use of new techniques, monitoring transactions to measure performance and continued effectiveness of assigned systems;
 - f. Reconfigures, resolves bugs and maintains the UNFCCC website while providing technical support to staff, on an infrequent basis, in the administration and configuration of the system.
 - g. Ensures compliance with established processes and Enterprise Architecture; seeks exemptions and updates to standards when applicable or required;
 - h. Ensures appropriate data security and access controls considering both local and wide area issues;
 - i. Provides 3rd level support for ICT applications, and maintains support procedures and documentation; Manages application enhancements to improve business performance; Ensures that all requests for 3rd level support are dealt with according to set standards and procedures;

- j. Assesses and analyses release components, is compliant with ICT release and change management processes, and provides input to release planning;
 - k. Develops training materials, operating and user manuals; trains staff in assigned systems.
2. Develops data analyses, detailed system and other functional specifications, and user documentation for major systems:
 - a. Provides specialized advice to users, and analyses users' requirements and translating these into new components; determines systems integration requirements;
 - b. Analyses, designs and develops mission-critical ICT solutions based upon business requirements and UNFCCC ICT architectural patterns;
 - c. Researches, analyses and evaluates new technologies and makes recommendations for their deployment;
 - d. Participates in writing technical documentation for the systems developed and supported.

IV. Qualifications and Experience

Minimum of first-level university degree (B.A. or equivalent) in computer science, information systems, mathematics, statistics or related field.in environmental studies, international relations, international law, economics or related discipline.

At least three years of relevant work experience. Good understanding of climate change issues.

Fluency in English.

1. Knowledge of application development, testing, and implementation techniques and practices in the following:
 - a. Drupal 8 / PHP
 - b. Web-based User Interface (UI) development with HTML5, JavaScript, JavaScript libraries (e.g. react) CSS3 and other website development technologies, including data visualization / infographics
 - c. User experience design techniques
2. Experience in maintenance of Drupal CMS, preferably Drupal 8;
3. Experience with relational database development, MySQL preferred, MS SQL and others also acceptable;
4. Knowledge of writing and executing integration and unit tests for software;
5. Strong working knowledge of SDLC processes, including Agile process such as SCRUM, and how to operate under structured project management, including the need for various environments, system maintenance, and risk identification and avoidance;
6. Knowledge of developing and deploying structured configuration management processes using version control software;
7. Knowledge of designing and implementing relational databases is an asset;
8. Experience working with clients (internal and/or external) to identify their business requirements and produce programming specifications to build applications to client specifications and/or to customize current applications in line with changing business needs and/or to troubleshoot and solve technical issues with software applications;
9. Demonstrated experience with client side and REST design patterns;
10. Experience providing 3rd line support for software applications;
11. Knowledge of a recognized IT project management methodologies such as PRINCE2 is an asset;

12. Knowledge of MS Azure App Services (and other PaaS tools) and DevOps tooling is an asset;
13. Knowledge/experience with continuous integration and deployment techniques and tools is an asset.

V. Training Components and Learning Elements

The JPO will be encouraged to undertake in-house training on skills and tasks which are necessary for the effective execution of the officer's responsibilities and which are supportive of the officer's future career progression. These may include computer skills, supervisory skills, interviewing skills, team-building training, and others. Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities. The JPO will, however, be expected to embark on a self-learning exercise, under the guidance of the supervisor and colleagues, to become updated with the necessary knowledge and information that would facilitate the effective performance of the officer's functions. At the end of the JPO assignment, the officer will have acquired detailed knowledge on the UN OICT policies and regulations. The JPO will have in-depth practical knowledge of project management methodology (Prince2) and the agile development methodology (SCRUM).

VI. Information About Living Conditions at the Duty Station

Information is available at: <https://www.bonn.de/microsite/en/index.php?lang=en>