

United Nations JPO Programme



Code#:

Submitted by: _____

Name:

Title:

Duty Station:

Agency/Unit:

Email:

I have no objections to share my contact information with the candidate/donor I agree I disagree

Signature: _____ **Date** _____

Mandatory for field positions: please indicate an HR focal point/ administrative contact person in the field duty station

Name:

Title:

Email:

Approved by (If different from above): _____

Name:

Title:

Duty Station:

Agency/Unit:

Email:

Signature: _____ **Date** _____

** Donor countries expect receiving offices to provide supervision and office space for JPOs. In order to host a JPO, receiving offices will need to liaise with their own Executive Office in connection with the provision of office space including Computer, Telephone and UN Email address.*

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO)

I. General Information

Title: Junior Professional Officer

Sector of Assignment (e.g, Political Affairs, Humanitarian Affairs, Administration etc):
Loss and Damage Unit (L&D Unit), Response subdivision, Adaptation division, UNFCCC Secretariat.

Duty Station:
Bonn, Germany

[Non-Family Duty Station: yes / no

Duration:
1 year (with possible extension for another year)
Extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance.

II. Supervision

Direct Supervision by: Ms. Miwa Kato

Title of Supervisor: Programme Officer, Lost & Damage Fund (L&D) Unit, Response subdivision, Adaptation.

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.

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation: The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the Junior Professional Officer will be responsible for the following duties:

Under the direct supervision of the lead officer of the L&D Unit, the Junior Professional Officer will perform the following duties:

1. Provide support to the Unit on existing as well as on new mandates resulting from the sessions of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement and its subsidiary bodies.



2. Carry out basic research on selected aspects of averting, minimizing and addressing loss and damage associated with climate change impacts. Specific activities include:
 - a. Compiling and analysing relevant data and information on climate risk management approaches and good practices undertaken at local, national and regional levels for impacts related to specific climate hazards (including extreme weather events and slow onset events). Impacts include economic (e.g., income, property, infrastructure) and non-economic (e.g. human health/mobility/lives, societal/cultural, and environmental). Approaches and good practices include disaster risk management including risk financing, social protection schemes, as well as planned relocation and other transformational approaches.
 - b. Collecting and synthesizing information on the available sources of support for activities relevant to averting, minimizing and addressing loss and damage in developing countries.
 - c. Preparing synthesis and/or summary reports on thematic or sectoral good practices compiled in activities a) or b) indicated above, including, lessons learned, challenges, gaps and opportunities for scaling up.
 - d. Presenting data and other information gathered from diverse sources in a userfriendly manner, including in multiple formats.
3. Contribute to the preparation of various written outputs, e.g. draft background papers, analytical notes, technical documents, sections of reports and studies, inputs to publications of the ExCom and its expert groups.
4. Contribute to the development and maintenance of various components of the Fiji Clearinghouse for Risk Transfer and the Santiago Network portal, as well as L&D-related pages of the UNFCCC website.
5. Contribute to the organization of the regular meetings of the ExCom and its expert groups, and events related to these bodies and in the context of the Santiago Network. 2
6. Perform other related duties required to achieve the goals and objectives of the L&D Unit, the Adaptation Division and the Secretariat.

IV. Qualifications and Experience

- First level university degree in environmental studies, international relations, international law, development, finance, economics or related discipline. • Good understanding of climate change issues. • At least two years of relevant work experience on adaptation to climate change, disaster risk reduction, development planning, project finance, risk finance, environmental management, law, and/or related fields. • Fluency in English

UN competencies:

(Please choose “Professionalism” and an additional 2 to max. 4 UN competencies that you deem most relevant for the TOR. Please delete all other competencies.):

PROFESSIONALISM: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations;

COMMUNICATION: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify, and exhibits interest in having two-way communication; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

TEAMWORK: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

COMMITMENT TO CONTINUOUS LEARNING: Keeps abreast of new developments in own occupation/profession; Actively seeks to develop oneself professionally and personally; Contributes to the learning of colleagues and subordinates; Shows willingness to learn from others; Seeks feedback to learn and improve

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious backgrounds, to apply.



V. Learning Elements

The JPO will be encouraged to undertake in-house training in 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, teambuilding training. 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 attain the necessary knowledge and level of information to perform JPO functions effectively. At the end of the assignment, the JPO will have acquired a detailed knowledge of the international policy that underlies different aspects of adaptation to the adverse effects of climate change, including the delivery mechanisms for supporting associated action. The JPO will also have acquired a detailed knowledge of the scientific, methodological and technical basis that underlies global efforts to support adaptation. In addition, the JPO will have become well-versed in the necessary skills that are required

VI. Background Information

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 of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation. This process includes activities relating to the least developed countries work programme, national adaptation plans, national adaptation programmes of action, the Nairobi work programme (NWP), the Warsaw International Mechanism for Loss and Damage and its Executive Committee, the Adaptation Committee, the Local Communities and Indigenous Peoples Platform, adaptation communications and the adaptation registry. The Adaptation division also engages Parties and stakeholders including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders.

The response subdivision supports developing country Parties, in particular the most vulnerable, including the Least Developed Countries (LDCs) and Small Island Developing States (SIDS), in assessing impacts, risks and vulnerability and in developing, implementing, monitoring, evaluating and reporting on adaptation plans, policies and actions.