

United Nations JPO Programme



TERMS OF REFERENCE

Junior Professional Officer (JPO) 20P065

I. General Information

Title:

JPO in Programme Management (Climate Change)

Sector of Assignment (e.g. Political Affairs, Humanitarian Affairs, Administration etc):

Stakeholder and Regional Support, Climate Change

Organization/Office:

United Nations Framework Convention on Climate Change (UNFCCC), Regional Collaboration Center (RCC)

Duty Station:

Bangkok, Thailand

[Non-Family Duty Station: yes / no X]

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

Title of Supervisor:

UNFCCC Team Lead at the RCC location (Programme Officer)

Content and methodology of supervision:

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

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;
- Assist 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 Host Partner 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 on 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;
 - When requested by the RCC team lead, represents the RCC in committees, meetings and other consultative activities involving partners, government(s), stakeholders, civil society and other UN agencies.
- 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;
 - Guiding the local junior Technical Officers in the development, refinement and delivery of capacity development programmes;
 - Facilitates the institutional strengthening of national offices focusing on climate change issues by coaching and conducting workshops and training sessions.

IV. Qualifications and Experience

Education:

Advanced level university degree in economics, environmental economics, environmental science, engineering, business administration, international affairs, social science or a related discipline.

Work experience:

A minimum of 2 years of relevant work experience in administrating, monitoring and reporting on implementation of activities / operations, portfolio, programme and project management in an international environment.

Experience of coordinating and consolidating input from multi stakeholders pertaining to mandated work plans, agreements, financial disbursement and reporting modalities.

Good understanding of climate change issues.

Languages:

English and French are the working languages of the UN Secretariat. For this position, fluency in English is required. Knowledge of another UN official language is an advantage

Other skills:

Good knowledge of office technology such as MS office package (Word, Excel, PowerPoint), Internet and e-mail application; experience in using Sharepoint. Expertise in analyzing data using IT applications/software

UN competencies:

Professionalism: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Communication: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

Teamwork: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Accountability: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

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

On completion of the assignment, the JPO will have/be able to:

- Draft concept notes addressing climate related topics
- Write communication to donors, project developers and other stakeholders
- Prepare project proposals
- Complete Monitoring reports assessing programme performance
- Draft reports from complex sessions including climate change related conferences.

VI. 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 Centres (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.

Organigramme (RCC)

