

United Nations JPO Programme



TERMS OF REFERENCE 20P213

JPO (Junior Professional Officer)

I. General Information

Title: JPO in Climate Action

Sector of Assignment: Climate Action

Organization/Office: United Nations Secretariat
Executive Office of the Secretary General (EOSG)
Climate Action Team (CAT)

Duty Station: New York (USA)

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: Director / Senior Programme Officer, Climate Action Team

Content and methodology of supervision:

The supervisor will:

- Develop the annual work plan for the JPO.
- Monitor the work of the JPO through discussion and dialogue, review the work plan, provide an arena for feedback and review of reports.
- Assesses the performance of the JPO through the elaboration of the PAS as well as during mid-year and year-end reviews.

III. Duties, Responsibilities and Output Expectations

Under the guidance of the Director and under direct supervision of the Director / Senior Officer in the Climate Action Team, the JPO will assist on matters falling within the portfolio of Climate Action, in support of the work of the Deputy Secretary-General and Secretary-General.

- Undertake requested research, knowledge management and analysis in support of efforts to implement the Paris Agreement on Climate Change, including follow up of the 2019 Climate Action Summit.
- Assist with the organization of (high-level) meetings, workshops, seminars, webinars and other similar activities, supporting with the preparation of agendas, co-drafting background materials, and meeting reports.
- Assists in collecting data from multiple resources. Assists in reviewing and analyzing data from multiple resources.
- Assist in the preparation of materials (Talking Points, Background Notes and Profiles) for the use of senior staff members;
- Draft meeting notes for official meetings. Monitor follow-up actions related to the meetings.
- Contribute to the monitoring of major developments, processes and meetings in the area of climate change.
- Draft inputs for technical papers and analytical studies in the area of Climate.
- Identify and analyze policy developments at the national and international levels, related to assigned topics.
- Perform other related duties as required, including a variety of administrative tasks necessary for the final delivery of the work programme of the Climate Action Team.

IV. Qualifications and Experience

Education: Advanced university degree in a relevant discipline such as international relations, particularly energy, environment, climate change, sustainable development economics, public finance, public policy, and international relations.

Work experience: At least 2 years of experience in working with international organizations, particularly in the areas of climate change.

Languages: Fluency in English is essential and proficiency in French is desirable.

Sound knowledge of the Paris Agreement on Climate Change is preferred.

Other skills: Working knowledge of Microsoft Office (Word/Excel/PowerPoint) and Internet for research.

UN competencies:

- Professionalism: Ability to identify issues, formulate opinions and present conclusions and recommendations. 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; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas work.
- 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 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.
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Monitors and adjusts plans and actions as necessary; uses time effectively.

V. Learning Elements

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

- Gain an overview of the activities of the United Nations across climate change.
- Develop a sound substantial understanding of the role of climate change.
- Develop effective working relationships with relevant stakeholders, for example UN departments, funds and agencies, as well as diplomatic missions and other external organizations.
- Communicate information in an effective and timely manner to colleagues and other stakeholders.

The incumbent will have the following training opportunities:

- Participate in trainings and workshops offered to staff members.
- On the job training by supervisor.

VI. Background Information

The role of the EOSG is to support the Secretary-General in performing his/her function as "chief administrative officer" of the Organization, who shall act in that capacity and perform "such other functions as are entrusted" to him or her by the Security Council, General Assembly, Economic and Social Council and other United Nations organs. The Charter also empowers the Secretary-General to "bring to the attention of the Security Council any matter which in his opinion may threaten the maintenance of international peace and security." These guidelines both define the powers of the office and grant it considerable scope for action.

Within the EOSG, the Climate Action Team is working towards a successful outcome at COP26 in 2021 which secures our footing on the pathway towards a resilient low carbon economy which limits climate change to 1.5 degrees Celsius. Its strategy is aimed at leveraging the unique position, role and convening power of the Secretary-General and the Deputy Secretary-General towards maintaining momentum, accelerating implementation, and promoting ambitious climate action.
