



United Nations  
Framework Convention on  
Climate Change



SUSTAINABLE  
DEVELOPMENT GOALS  
17 GOALS TO TRANSFORM OUR WORLD

# United Nations / Framework Convention on Climate Change (UNFCCC)

## Junior Professional Officer Program (JPO) Chiffre Nr. 2026-1-15 TERMS OF -REFERENCE

### I. General Information

<b>Title:</b>	<b>JPO</b>
<b>Sustainable Development Areas:</b>	Climate Action, Partnerships for the Goals
<b>Sector of Assignment:</b>	Engagement, Climate Action Team
<b>Organization/Office:</b>	Mitigation Division, UNFCCC
<b>Country and Duty Station:</b>	Bonn, Germany
<b>Duration of assignment:</b>	<b>2 years with possibility of extension for another year</b> The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance
<b>Please note that for participants of the JPO-Programme two years work experience are mandatory!</b> Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).	

### II. Supervision

#### **Title of Supervisor:**

Team Lead, Article 6 Capacity Building Unit (A6 CBU), Markets and Non-Markets Support and Stakeholder Interaction Subdivision, Mitigation Division

**Content and methodology of supervision:** The JPO will be a valued and fully integrated member of the team and take part in all guiding meetings and consultations. He/she will receive regular support and guidance from both the direct supervisor and team colleagues in both planned and ad hoc settings based on her/his needs. Longer-term guidance and feedback will be provided within the close collaboration, through regular mutual feedback dialogues and the Performance Appraisal System (PAS). The JPO will be supported through flexible and individual guidance and coaching tailored to his/her requirements.

### III. Duties, Responsibilities and Output Expectations

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The JPO will work in the Article 6 Capacity Building Unit, Markets and Non-Markets Support and Stakeholder Interaction Subdivision, Mitigation Division.

The primary focus will be on supporting the operationalization of the strategy, work programme, and annual work plans for impactful and inclusive capacity building for meaningfully and effectively implementing Article 6 of the Paris Agreement.

Other responsibilities encompass:

- a) Contribute to the strategic planning and implementation of the Article 6 Capacity Building work programme. Identify technical solutions and digital tools to deliver tailor-made capacity building solutions to governments and other stakeholders and co-implement these.
- b) Strengthen the identification, development, and management of strategic partnerships and the impactful cooperation and effective coordination with external partners, incl. Governments, Alliances and networks, UN entities (e.g., UNDP, UNEP), regional bodies and -development banks, the World Bank, the private sector, academia, and development agencies.
- c) Facilitate efficient and effective cross-unit and cross-division cooperation for synergetic and coherent results and promote seamless workflows and productive working relations with the Regional Collaboration Centres.
- d) Co-develop high-quality, user-friendly, and targeted capacity building modules, tools, and packages and support their digitization and presentation.
- e) Co-create internal and external communications, such as articles, reports, publication inputs, multi-unit newsletters, and other digital- and multi-stakeholder communication materials. Creatively contribute to the further development and implementation of the communications strategy. Shape timely, user-friendly, and impactful outreach, including through presenting content on the website and keeping it updated.
- f) Co-organize and co-facilitate global and regional events, both virtually and on the ground, including conference panels, (technical- and high-level-) consultations, multi-stakeholder platforms, expert workshops, and (technical- and high-level-) events related to intergovernmental processes. Provide substantive input and advance coordination, follow-up, and strategic communications.
- g) Proactively suggest innovative and targeted knowledge products and cooperations that are aligned with the mandate of the unit. Identify and analyze activities, products, needs, best practices, and lessons learned from other actors to design, build, and enhance cutting-edge e-learning products, incl. online courses.

### IV. Qualifications and Experience

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#### **Education:**

**Master's degree** in environmental studies, international relations, international law, economics, communications, or a related discipline, is required.

#### **Work experience:**

At least two years of work experience with direct relevance to the responsibilities of this JPO position as listed above, ideally in an international setting.

Ability to work both independently and in close cooperation with various teams and partners. High level of self-motivation and self-management as well as diplomatic tact and political awareness.

**Languages:**

Fluency in oral and written English is required. Work knowledge of another UN official language is an asset.

**V. Training Components and Learning Elements**

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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. He/she will be supported with targeted learning opportunities, including on the job training and exposure to a broad range of events, partners, and processes, as well as through UNFCCC- and team specific onboarding as suitable.

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 learning resources, under the guidance of the supervisor and colleagues, to attain the necessary knowledge and level of information to perform his/her functions effectively.

Upon completion of the assignment the Junior Professional Officer will:

- Be an expert in carbon markets and pricing policies to support NDC implementation and in the overall Article 6 as an area of climate action that receives great interest at global scale and allows for significant and extensive opportunities for ambitious climate action.
- Have a broad network with key actors and stakeholders in the climate field at global, regional, and national levels and be able to successfully collaborate with a vast variety of stakeholders at both technical and diplomatic levels.
- Be well connected and visible within UNFCCC and the UN leading to broad employability.
- Be well-versed in key competences relevant to all career paths, such as communications, digitalization, partnership building, knowledge management, planning and management, coordination, and international collaboration.
- Have a wide set of transferable skills, such as creativity, innovative thinking, diplomatic-, organizational-, representative- and interactive skills.
- Be able to navigate successfully in an international, diverse, and political environment.
- Have gained high levels of technological awareness and –literacy, as well as broad digital skills.
- Confidently perform in complex multi-stakeholder initiatives and intergovernmental processes.
- Have expertise in a broad range of work streams in the climate domain, leading to high levels of long-term employability within UNFCCC and in international organizations.
- Have multi-disciplinary competence related to climate change as a defining issue of our time.

**VI. Background Information**

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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.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das  
Büro Führungskräfte zu Internationalen Organisationen (BFIO)  
unter Angabe der Chiffre Nr. 2026-1-15 auf dem  
Bewerbungsbogen**

**Alle Informationen finden Sie unter [www.bfio.de](http://www.bfio.de)**