


<h1>Advertisement</h1>		 <p>United Nations Framework Convention on Climate Change</p>
<h2><i>Junior Professional Officer</i></h2>		
<p><i>United Nations Climate Change Adaptation Division Vulnerability Sub division</i></p>		<p>Closing Date 6 August 2021 (23:59 CET) (Central European Time)</p>
<u>Vacancy Announcement 21 JPO01 A</u>		
I General information		
Title:	Junior Professional Officer (JPO)	
Sector of Assignment:	Adaptation, Vulnerability subdivision	
Country:	Germany	
Location (City):	Bonn	
Agency:	United Nations Framework Convention on Climate Change (UNFCCC)	
Duration of Assignment:	Initially one year with the possibility to extend up to two years	
Grade:	P2 step 1 in the first year	
II Duties, responsibilities and Output Expectations		
General:		
<p>1. Assisting in the implementation of intersessional activities, the junior professional officer will:</p> <p>a) Undertake analytical and research work and prepare reports and documents for targeted knowledge users for both NWP and LCIPP workstreams:</p> <ul style="list-style-type: none"> • 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 related to NWP and LCIPP as appropriate and make recommendations and suggestions. • Compile and synthesize relevant information communicated/contributed by Parties, partner organizations, and relevant stakeholders and organizations for further review and analyses. <p>b) Support engagement and partnerships with different communities of practice:</p> <ul style="list-style-type: none"> • Engage relevant experts, partner organizations, regional centres and networks for the development of related products and co-organization of the events. • Develop partnership proposals to support implementation of activities. <p>c) Assist with the implementation of the LCIPP initial two-year workplan.</p>		

- d) Assist with the implementation of the Lima Adaptation Knowledge Initiative (LAKI), including providing support for the organization of priority-setting workshops, disseminating workshop outcomes, conducting LAKI stakeholder outreach and engagement, and mobilizing partners to close knowledge gaps.
- e) Assist the implementation of the UN Climate Change and Universities Partnership Programme.

2. Assisting in the preparation and successful delivery of mandated meetings and intersessional events and side events focused in different thematic areas and subregions, junior professional officer will:

- a) Prepare briefing notes, talking points, background information and documents prior to the meetings and events (e.g. background and reference documents, information materials, presentations).
- b) Provide reliable in-meeting support through, among others, taking detailed notes of discussions, synthesizing key points emerging from the discussions, drafting in-meeting documents.
- c) Prepare draft reports or meeting summaries as needed and carry out any related follow up activities.

3. Supporting the intergovernmental process, junior professional officer will:

- d) Prepare substantive technical analyses and documentation to support the negotiations, as appropriate.
- e) Compile briefing notes, talking points and background information as well as respond to requests by the body focal points for reports and assessments.
- f) Provide inputs to draft conclusions/decisions and take notes and synthesize discussion points during meetings and consultations.
- g) Provide substantive inputs to the preparation of other mandated documents (e.g. technical and synthesis papers).

4. Supporting the communication and outreach work of the Nairobi work programme, junior professional officer will:

- a) Support development and implementation of communication narratives and relevant products relevant to the work of the Nairobi work programme and the Local Communities and Indigenous Peoples Platform.
 - b) 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.
 - c) 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. Perform any other job-related activities required to achieve the goals and objectives of the team, the subprogramme, the programme or the secretariat.

III Training component: Learning elements and expectations

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.

IV Supervision

Direct supervisor: Koko Warner, Manager, P5, Vulnerability subdivision, Adaptation division

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 given through the Performance Appraisal System (PAS). Regular feedback will be provided by the manager and team leads on a weekly basis in order to support short-term planning.

V Required Qualifications and Experience

First level university degree 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.

Language skills required: 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).

VI Background information on Agency/Department/Section

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Adaptation division will support Parties in enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change. It will facilitate the provision of holistic technical guidance and advice to Parties on all aspects of adaptation and resilience, especially on assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerability; and enhancing implementation and reviewing progress.

The Vulnerability sub-division will catalyse knowledge-sharing; enhance learning on, and understanding of, needs and action in response to climate change impacts for different sectors and groups; and manage a trusted repository of adaptation data and information.

VII How to apply

Note: This post is open in the context of the Junior Professional Officer (JPO) scheme sponsored by the Government of the Republic of Korea and is addressed **exclusively to candidates of the Republic of Korea.**

A) General requirements for candidates applying to the JPO vacancies funded by the Republic of Korea:

1. Korean citizenship
2. Fluency in Korean and English language. A certificate of English language proficiency Applicants should submit a *minimum* of (1) IBT TOEFL score of 100(or PBT TOEFL 600 and above) or(2) NEW TEPS score of 430 or(3)IELTS 7 or (4) TOEIC 900 (we do not accept TOEFL 'MyBest Scores')
3. Completed first university degree (Bachelor's degree or equivalent), as per the vacancy announcement.
4. Not older than 32 years of age as of 31st December of 2021 (Born after Jan. 1 1989) (The maximum age limit for those who served in the military will be extended accordingly)
5. Male applicants shall have completed the Korean military service or be exempted from it, please refer further below for details (To-be discharged from military service in the year of the application may apply).

B) Application process

Applicants should submit their application electronically directly to UNFCCC. **All documents should be in English.**

Candidates who would like to apply should do so **online** via [UNFCCC recruitment system](#)

Deadline for submitting applications: 06 August 2021 **(23:59 CET) (Central European Time)**

Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.

Only short-listed candidates will be contacted thereafter.

Evaluation of qualified candidates may include a written assessment exercise followed by a competency-based interviews.

Candidates should make sure to have read the UNFCCC guidelines on [how to apply](#) in the Online Application System prior to applying.

C) Documents to be submitted for the application (only complete applications will be considered)

1. A cover/motivation letter and the United Nations Personal History Statement (PHP/P11) (submitted through the Online Application System)
2. A scanned copy of applicant's Resident Register
3. A copy of the university degree
4. A certificate of English language proficiency. *Minimum* of (1) IBT TOEFL score of 100(or PBT TOEFL 600 and above) or(2) NEW TEPS score of 430 or(3)IELTS 7 or (4) TOEIC 900 (do not accept TOEFL 'MyBest Scores')
5. **Only for male applicants:** A certificate of Korean Military Service. The maximum age limit for those who served in the military will be extended* in accordance with the Support for Discharged Soldiers Act and the military service law.
6. **Only for low-income applicants:** A scanned copy of applicant's certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial English translation
7. Disability inclusion: A scanned copy of applicant's certificate of person with disability issued in Korean and English

For general information on the Korean JPO Program and additional conditions see the following website: <https://UNrecruit.mofa.go.kr>

* Age limit for male candidates who have completed military service:

- Less than one year will be extended for one year;
- one year above and two years under will be extended for two years;
- two years or more will be extended for three years.

* To-be discharged from military service in the year of the application may apply

[Please note that applicants can apply for **a maximum of two JPO positions** sponsored by the Ministry of Foreign Affairs of the Republic of Korea during the year of application.]