


Advertisement		 <b>United Nations</b> Framework Convention on Climate Change
Junior Professional Officer		
United Nations Climate Change Operations Coordination Department		
		<b>Closing Date</b> <b>08 September 2023 (23:59 CET)</b> <b>(Central European Time)</b>
Vacancy Announcement 23 JPO01 OC		
General information		
Title:	Junior Professional Officer (JPO)	
Sector of Assignment:	UNFCCC, Operations Coordination Department	
Country:	Germany	
Location (City):	Bonn	
Agency:	United Nations Framework Convention on Climate Change (UNFCCC)	
Duration of Assignment:	one-year fixed-term appointment renewable subject to satisfactory performance and recommendation by respective office	
Grade:	P2 step 1 in the first year	
I Background Information		
<p><b>The United Nations Framework Convention on Climate Change (UNFCCC)</b> 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.</p> <p>The position is located in the Front Office of the Senior Director of Operations Coordination, which ensures the strategic focus, effective coordination and operational improvement of the Operations department by collaborating with Programmes Coordination and the Executive division in taking and reviewing decisions on the strategic direction and priorities of the secretariat and the corresponding allocation of resources.</p> <p>It ensures that all divisions of the department contribute to the secretariat's aspiration to remain a strategically agile and effective organization, fostering the organization-wide culture and values of innovation, agility and flexibility for the achievement of its goals and mandates. Operations Coordination takes a coherent, secretariat-wide approach to resource mobilization and partnerships through coordination, policy support, processes, capacity-building and development of the required intelligence, tools, resources and services.</p>		
II Supervision		
Direct supervisor: Senior Director, Operations Coordination Department		

Under the overall supervision of the Senior Director (D-2), Operations Coordination, the Junior Professional Officer (JPO) will work closely with the Special Assistant of the Senior Director (P4), as an integral part of the front office, supporting the department with over 150 personnel responsible for the Operations of UNFCCC.

Content and methodology of supervision: The JPO will receive regular 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 UNFCCC Performance Appraisal System (PAS).

### **III Duties and responsibilities**

The JPO will coordinate with individual divisions and sections within the Department, identifying opportunities for process improvements, division work planning and tracking and ensuring the coordinated efforts to measure progress of deliverables.

The JPO will also assist in creating and maintaining division dashboards for tracking human resources, budget/forecast, and key performance indicators for the Department including all areas – Administrative Services, Information Resources, Human Resources, Conference Affairs, Legal Affairs and Resources Mobilization and Partnerships.

The individual will also assist the Senior Director and front office team in preparing briefing notes, talking points, presentations and assist with research.

The JPO:

- Provides support to the Senior Director through the special assistant with the development of innovative change management plans and communications within the department.
- Assists the front office with analyzing options for optimizing operations, including resource implications, finance and internal controls, and with preparing operations policies and guidelines;
- Provides support to Operations Department with implementing the work programme of the Department. This includes reviewing priorities and ensuring that programmed activities are carried out in a timely fashion and in line with the allocated resources;
- Researches topics, analyses and synthesizes information and requests, makes recommendations on measures to address issues of concern and to enhance implementation of strategic goals;
- Working with relevant parties, organizes and manages coordination meetings between relevant teams, ensuring effective cooperation and information sharing between them and the Office of the Senior Director;
- Contributes to the substantive preparation for meetings/special events and missions by providing and organizing briefing notes, background papers, speaking notes, presentations, statistics, analytical notes, mission critical files/plans, etc.;
- Performs other related duties as required.

### **IV Qualifications and experience**

Advanced university degree (Master's degree or equivalent) in administration, environmental studies, international law or a related discipline is required. A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

At least two years of relevant work experience.

Experience with PowerPoint, Excel, Word and other MS products highly desirable.

Fluency in English, reading and writing. Another UN language is desirable.

## **V Training components and learning elements**

At the end of the assignment, the JPO will have acquired a detailed knowledge of UNFCCC mandates, Conference of the Parties, and the global efforts in responding to the threat of climate change, including the mechanisms for supporting associated actions.

The JPO will also have acquired a detailed knowledge of the overall operation of the Resources Mobilization and Partnerships, Conference Affairs, Legal Affairs, Budget, Human Resources, Information Services of UNFCCC. In addition, the JPO will have become well-versed in the necessary skills that are required.

The JPO will expose to a multi-cultural, diversify and international working environment in the United Nations system, which enables them to obtain work experience in the international sphere, as well as to develop relevant competencies.

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. These may include computer skills, supervisory skills, interviewing skills, team-building 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 also 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.

## **VI Conditions of Eligibility**

### **General Requirements for candidates applying to the JPO Programme of the Republic of Korea:**

#### **1) Korean citizenship**

#### **2) Fluency in Korean and English**

#### **3) Completion of Advanced university degree (Master's degree or equivalent)**

*\* Note: or 2 additional years of qualifying experience with a first level (bachelor degree)*

#### **4) Certificate of English proficiency test**

**- Applicants should score a minimum of (a) TOEFL iBT 100 or (b) TEPS 430 or (c) IELTS 7 or (d) TOEIC 900**

*\* Note: TOEFL 'MyBest Scores' are not accepted, and test scores are valid for 2 years after the test date.*

**5) Not older than 32 years of age as of 31 December 2023 (born after 1 January, 1991). The maximum age limit for those who served in the military will be extended accordingly:** one year will be extended for those who served for less than one year; two years will be extended for those who served for more than one year and less than two years; three years will be extended for those who served for two years or more.

**6) Male applicants shall have completed the Korean military service or be exempted from it. Those who will be discharged from military service in the year of the application may also apply.**

**7) 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.**

## 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**.

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

- 1) **A complete application (P11, PHP) and motivation letter in English**
- 2) **A scanned copy of applicant's Resident Register in English**
- 3) **A copy of (Bachelor's/advanced) university degree certificate in English**
- 4) **A copy of English proficiency test certificate.** Applicants should score a minimum of (a) TOEFL iBT 100 or (b) TEPS 430 or (c) IELTS 7 or (d) TOEIC 900
- 5) **Only for male applicants who have completed the national military service:** A certificate of Korean Military Service in English: 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 a certificate of National Basic Livelihood Security Recipients issued in Korean and its unofficial translation in English
- 7) **Only for persons with disability:** A scanned copy of a certificate of person with disability issued in Korean and English

### Application process

- 1) Applicants should submit their application electronically directly to UNFCCC. **All documents should be in English.**
- 2) **Application Method:** Candidates who would like to apply should do so **online** via [UNFCCC recruitment system](#)
- 3) **Application Deadline: 08 September 2023 (23:59 CET)** (Central European Time). Applications received after this date will not be considered. Applicants will receive a confirmation of receipt.
- 4) **Evaluation**  
Evaluation of qualified candidates may include a written assessment exercise followed by a competency-based interviews. Only short-listed candidates will be contacted thereafter.
- 5) Candidates should make sure to have read the UNFCCC guidelines on [how to apply](#) in the Online Application System prior to applying.

**Note: MOFA International Organizations Recruitment Center (IORC)'s Website Address:** For general information on the JPO Programme of the Republic of Korea, please visit the website of the International Organizations Recruitment Center, Ministry of Foreign Affairs of the Republic of Korea: <https://UNrecruit.mofa.go.kr>