

# Advertisement



United Nations Framework  
Convention on Climate Change

## *Junior Professional Officer*

*United Nations Climate Change  
Transparency Division*

**Closing Date**  
**9 August 2024 (23:59 CET)**  
**(Central European Time)**

### **Vacancy Announcement 24 JPO01 Transparency**

#### **General information**

<b>Title:</b>	Junior Professional Officer (JPO)
<b>Sector of Assignment:</b>	UNFCCC, Operations Coordination Department
<b>Country:</b>	Germany
<b>Location (City):</b>	Bonn
<b>Agency:</b>	United Nations Framework Convention on Climate Change (UNFCCC)
<b>Duration of Assignment:</b>	One-year fixed-term appointment, with the possibility of renewal for a maximum of two years and renewable subject to satisfactory performance and recommendation by respective office
<b>Grade:</b>	P2 step 1 in the first year

#### **I Background Information**

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.

The post is located in the GHG Inventories Reporting/Review Unit (GHG inventories unit) of the MRV/ETF, Reporting & Review Subdivision and reports to a Team Lead, P-4. The incumbent supports the unit and the sub-division in achieving its goals, the overall purpose of which is to support all Parties in the implementation of reporting and review under the Paris Agreement and facilitating the implementation of the ETF and biennial transparency reports.

The unit is part of the Transparency Division of the secretariat, which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes.

#### **II Supervision**

Direct supervisor: Team Lead, P-4, of the GHG inventories unit

Under the overall supervision of the Unit's team lead, the Junior Professional Officer (JPO) will work as an integral part of the GHG inventories unit.

Content and methodology of supervision: The JPO will receive regular guidance from the supervisor or a senior experienced officer, through both planned and an ad hoc setting as needed. Longer term guidance and feedback will be effected through the UNFCCC Performance Appraisal System (PAS). Regular feedback will be provided by the officer on a weekly basis, both to the supervisor and to the team to support short-term planning.

### **III Duties and responsibilities**

The JPO will work in Greenhouse Gases (GHG) Inventory unit of the Greenhouse Gases (GHG) Inventory unit.  
The JPO:

- Provides support to the unit on matters related to the review of national Inventory reports;
- Provides support to the Team Lead in implementing unit activities related to the organization and conduct of in-country, centralized, desk reviews or simplified reviews of national GHG inventories;
- Contributes to the development of approaches, procedures, and templates for the implementation of the review process under the ETF;
- Supports the analytical and methodological work related to the preparation and conduct of reviews/technical analyses. Coordinates and organizes the work of teams of review experts, assessing the information submitted by Parties in the GHG inventory submissions and biennial update reports and other reviews and analysis, and oversees the drafting of technical reports in collaboration with lead reviewers and review experts; and is accountable for quality assurance/quality control of all reports and publications in area of assignment;
- Prepares materials, background papers and presentations to support the organization of annual lead reviewers' meetings for the review of GHG inventories;
- Provides substantive technical support for the development of analytical tools used in the inventory review process, such as tools for the analysis of trends, outlier tools, the Review Handbook, review officer guidance and others; contributes to the elaboration of business requirements and testing to support the development of IT tools such as the inventory virtual team room and review tools, as requested by the supervisor;
- Assists the team by providing guidance in supporting the Conference of the Parties (COP), CMP and the subsidiary bodies of the Convention, the Kyoto Protocol and the Paris Agreement, including through the analysis of policy and technical issues related to consideration of GHG inventories;
- Communicates with the International Panel on Climate Change (IPCC), Including its TSU-TFI, the International Energy Agency (IEA), the World Meteorological Organization (WMO) and other relevant organizations as necessary; ensures that UNFCCC feedback to task forces and working groups is provided;
- Keeps abreast of developments in the areas of MRV, ETF and review and analysis of review report, by training or by gaining experience in other review and analysis processes;
- Assists in the organization of panels, round tables etc. on climate issues for intergovernmental processes;
- Performs other related duties as required.

### **IV Qualifications and experience**

Advanced university degree (Master's degree or equivalent) in environmental science, economics, engineering or a related discipline, 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 such as in the area of preparation and review of information included in national submissions (e.g. GHG inventories, BRs, BURs, NCs, and/or REDD+) under the Climate Change Convention, Kyoto Protocol or Paris Agreement, or comparable experience with the preparation and processing of technical information of similar complexity will be an asset. Good understanding of climate change issues.

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

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

Upon completion of the assignment the Junior Professional Officer will have acquired a detailed knowledge of the international procedures underlying GHG submissions' different technical review aspects, including a good understanding of the IPCC Guidelines and the Enhanced Transparency Framework international negotiations and the work of the UNFCCC.

At the end of the assignment, the JPO will also 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.

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.

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, and IPCC Guidelines training or UNFCCC training for technical reviews of GHG inventory submissions, including the IPCC's 2006 Guidelines. The secretariat will also ensure the participation of the JPOs to international climate change conferences such as Conferences of the Parties (COPs) and Subsidiary Bodies (SBs).

## **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 an 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 'Home Edition' score is accepted while 'MyBest Scores' are not accepted*

*- IELTS General Training and Academic test are both accepted*

*- Test scores are valid for 2 years after the test date*

**5) Not older than 32 years of age as of 31 December 2024 (born after 1 January, 1992). 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) 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: 9 August 2024 (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>

