



TEMPORARY JOB OPENING

Team Lead, P-4
Adaptation Division,
Vulnerability Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
8 February 2026 23:59 hrs CET	26/TJO5/A	As soon as possible	364 days with possibility of extension	Bonn, Germany

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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.

The Adaptation division helps Parties enhance their adaptive capacity, build resilience, and decrease vulnerability to climate change. It offers comprehensive technical guidance and advice to countries on all aspects of adaptation and resilience, especially in assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerabilities; and improving implementation and monitoring progress.

Where you will be working

This position is located within the Adaptation Division's Vulnerability Subdivision. The subdivision brings together Parties and non-Party stakeholders to assess and respond to climate impacts by integrating diverse knowledge systems and lived experiences. It works to identify and address climate vulnerabilities to foster intergenerational resilience; co-create inclusive and just climate actions rooted in community realities; and apply diverse forms of knowledge to inform ambition and deliver context-specific, actionable solutions.

The Vulnerability subdivision consists of two units:

1. The NWP unit supports the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP), including the Lima Adaptation Knowledge Initiative (LAKI).
2. The LCIPP unit supports the Local Communities and Indigenous Peoples Platform (LCIPP) and its Facilitative Working Group (FWG).

The post reports directly to the Manager of the Vulnerability subdivision and has the following key responsibilities:

- Performing the role of Team Lead of the LCIPP unit
- Providing technical leadership and advice in supporting the work of the LCIPP
- Coordinating the unit's resource mobilization activities



Your responsibilities

- 1. Leading a team of professional staff with and through whom full support is provided to ensure the smooth and efficient deliberations of the Facilitative Working Group (FWG):**
 - a. Provide technical leadership to the unit with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives;
 - b. Manage the unit's human resources, including drafting job descriptions, drafting recruitment requests and interview questions, participation on panels, conducting performance appraisals of unit staff as first line supervisor, identifying training needs and counselling staff on performance issues, as well as providing career development guidance; and
 - c. Foster teamwork among staff in the unit and other units in the division and wider secretariat.
- 2. Overseeing secretariat activities to support the LCIPP and FWG, ensuring the production and processing of all technical documentation and reports, meeting and organizing of workshops:**
 - a. Serve as lead officer supporting the FWG and its meetings, as well as the implementation of its work programme, ensuring close working and advisory contacts with FWG Co-Chairs and members;
 - b. Address a variety of issues from planning to implementation to support, monitoring and review of LCIPP workplan, including those which concern the FWG reports and periodic reviews as mandated;
 - c. Manage communication with the FWG and with related constituted bodies under the Convention and the Paris Agreement, as well as with associated national, regional and international organizations, centres and networks and other stakeholders, maintaining a wide network of stakeholders;
 - d. Prepare agendas, annotations and briefings for the Co-Chairs of the FWG, as well as providing technical support in formulating proposals and conclusions, decisions and recommendations;
 - e. Oversee the organization, logistics and travel required to support effective and efficient deliberations and decision-making for all FWG meetings and workshops;
 - f. Provide substantive technical and procedural support to Chairs of negotiating bodies, contact groups and meetings in relation to the work of the FWG and the LCIPP.
- 3. Representing the secretariat and fostering cooperation and knowledge management related to LCIPP matters:**
 - a. Enhance synergy and coordination of the work of the unit among the other Adaptation subdivisions, as well as with other divisions within the secretariat; contribute to achieving the overall mandates and goals of the LCIPP and its Facilitative Working Group, as well as that of the secretariat;
 - b. Provide input to cooperative activities with regional and international organizations, institutions and networks to enhance their contribution to the work of the FWG;
 - c. Promote outreach by participating in relevant meetings and workshops, both internal and external to the secretariat, to strengthen cooperation with other regional and international organizations, institutions and networks, as well as with Parties;
 - d. Participate in environmental scanning for Indigenous and local knowledge and best available science, best practices and lessons learned pertaining to adaptation issues and internal dissemination thereof;
 - e. Contribute, in partnership with the other relevant divisions of the secretariat, to the identification,



creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, global good practices and lessons learned;

- f. Develop communication strategies for LCIPP and oversee development of various outreach products in support of adaptation.

4. Coordinating effective mobilization of resources:

- a. Enhance the secretariat's effectiveness in resource mobilization efforts by assisting the subdivision Manager and division Director in identifying potential donors or approaching Parties to request additional activities and to discuss financial resource requirements for potential or on-going projects;
- b. Provide substantive input to the secretariat's central Resource Mobilization unit in Operations Coordination.

5. **Performs any other job-related activity** required to achieve the goals and objectives of the unit, the subdivision, the division and/or the secretariat.

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Managerial Competencies:

Leading and Empowering Others: Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and



gives staff autonomy in their areas of work, but remains accessible to staff at all levels; Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.

Your qualifications

Educational Background:

Required: An advanced university degree (Master's degree or equivalent) in climate change adaptation, such as climate science, ecology, environmental studies, economics, sustainable development or international relations is preferred.
A first-level university degree (Bachelor's degree or equivalent), in combination with an additional two (2) years of qualifying professional experience, may be accepted.

Experience:

Required: A minimum of seven (7) years of progressively responsible experience in climate change, environment, international relations or related area is required. At least three (3) of these years must include substantial experience in leading and managing multidisciplinary teams, including staff from diverse cultural and professional backgrounds. A minimum of two (2) years of international or multilateral experience, preferably within intergovernmental processes or organizations, is required. Experience in mobilizing resources and engaging with donors to support programme priorities would be considered an asset.

Language skills:

Required: Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

Specific professional knowledge:

Demonstrated familiarity with the UNFCCC intergovernmental process, including experience in drafting technical and policy papers on climate change adaptation, is required. Extensive experience engaging with Parties, including providing both procedural and substantive support to the Chairs of Subsidiary Bodies, as well as with non-Party stakeholders, is required. Strong oral and written communication skills, with the ability to present complex ideas with clarity and persuasion, are required. A proven record of effective coordination and diplomacy in complex stakeholder environments, together with demonstrated success in leading and managing teams in a strategic and results-oriented manner, is also required.

Job-related skills:

Strong facilitation, negotiation, and consensus-building skills to support inclusive and participatory processes in intergovernmental and multi-stakeholder settings are required. Direct experience working with Indigenous Peoples and local communities to ensure their meaningful engagement in climate policy processes is highly desirable. The ability to build and sustain effective networks with constituted bodies, Party representatives, governments, international organizations, civil society organizations is essential. Experience in organizing and supporting dialogues, workshops, and other mandated UNFCCC activities, as well as in fostering strategic partnerships, is highly desirable.

What is the selection process?



Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. Service is limited to the UNFCCC secretariat.
2. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
3. We will confirm receipt of your application. However, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.
4. Indicative net monthly salary and allowances:
US\$ 7,169
(plus variable post adjustment, currently 40.9% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.