



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2
Transparency Division
Information Hub, Data Systems and Tools Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
14 September 2025 23:59 hrs CET	VA 25/039/T	As soon as possible	Two years 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.

Where you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Transparency division 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. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a climate data hub, which includes data and information management and analysis.

The post is located in the Information Hub, Data and Information Management Unit of the Information Hub, Data Systems and Tools Subdivision and reports to the unit Team Lead, P-4. The incumbent supports the unit in achieving its goals, the overall purpose of which is to coordinate the submission/receipt process for official documents from developed and developing countries under the MRV system and the new ETF system. It prepares the annual GHG data report, compilation and accounting report, annual reports to SBSTA on GHG review activities, and other data reports; manages the Data Warehouse; acts as the information hub for transparency information collection and analysis across the secretariat, including providing policy briefs; coordinates negotiations on data issues; supports negotiations on MRV and ETF; and develops and manages the new Climate Data Hub.

The Info Hub, Data, Systems & Tools Subdivision consists of two units:

- (1) Information Hub, Data and Information Management Unit (Information Unit)
- (2) Systems & Tools Unit (System Unit)

Your responsibilities

Specifically, the Associate Programme Officer is responsible for:



1. Providing substantive and analytical support to matters relating to GHG data by:

- a. Contributing to the analysis of the latest GHG data as required for the products prepared by the Information unit;
- b. Collecting, analysing and presenting statistical data and other information gathered from various organizations;
- c. Supporting existing cooperation on data with the relevant external organizations;
- d. Supporting the timely preparation and publication of mandated reports under the Convention, the Kyoto Protocol, and the Paris Agreement, in support of reporting and review-related negotiations, including preparation and presentation to the subsidiary bodies (SBs);
- e. Supporting preparation and publication of the documents in support of the review processes for GHG inventories and national communications/biennial transparency reports;
- f. Providing substantive support in responding to data-related inquiries from Parties, other organizations, media, academia and the general public.

2. Supporting the development, maintenance and enhancement of IT systems and tools for MRV and ETF processes by:

- a. Coordinating the testing of any enhancement and upgrade of the systems and tools used in the reporting, review and submission processes, such as the ETF reporting tools and National Reports Submission Portal;
- b. Contributing to the development, maintenance, smooth operation and use of the ETF reporting and review tools by troubleshooting issues and coordinating with technical teams;
- c. Supporting the regular delivery of GHG data interface releases on the UNFCCC website, including the preparation, as necessary, of import sheets containing GHG information from the latest biennial transparency reports and/or national inventory reports.

3. Supporting the intergovernmental negotiation process: Provides support to negotiations and implementation of MRV under the Convention and the Kyoto Protocol in accordance with the decisions adopted by Parties, as well as the ETF under the Paris Agreement, in particular with respect to data issues.

4. Contributing towards cross-cutting issues: Provides administrative and substantive technical contributions on specific topics relating to reporting and review-related activities and support for developing countries and training within the overall existing MRV and ETF frameworks for Parties.

5. Knowledge Management: In partnership with the secretariat's Communications and Knowledge Subdivision, contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, practices and lessons learned.

6. Other: Performs any job-related activity required to meet the overall goals and objectives of the Transparency division, as well as those of secretariat-wide mandates.

Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.



Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) in environmental science, engineering, information system, computer science or a related discipline. A first-level university degree in combination with additional qualifying experience of 2 years may be accepted in lieu of the advanced university degree.

Experience

Required: At least two (2) years of relevant professional experience in the area of data management, data analysis and project or service management in the information system field.

Language skills

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

Specific professional knowledge or skills

Specific professional knowledge: Knowledge of the UNFCCC intergovernmental process, including reporting and review requirements under the Climate Change Convention and its Kyoto Protocol and the Paris Agreement.

Job-related skills: Demonstrated skill in analysing technical data and preparing technical reports, in particular in relation to the trends and drivers of GHG emissions/removals. Ability to process and interpret large amounts of numerical data. Demonstrated skill in troubleshooting IT tools, working with Excel and use of macros and automation.



What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may 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. 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.
3. Indicative net annual salary and allowances:
US\$ 55,163
(plus variable post adjustment, currently 40.3% 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.
