



## VACANCY ANNOUNCEMENT

### Programme Management Officer, P-3 Means of Implementation Division Climate Finance Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
28 July 2024 23:59 hrs CET	VA 24/047/Mol	As soon as possible	One year 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 issues of our time.

#### **Where will you be working**

This position is in the UNFCCC secretariat located in Bonn in the Means of Implementation division, and more specifically in the Climate Finance subdivision, which supports climate finance work to enable enhanced implementation of the Convention and the Paris Agreement, which will be the priority for the biennium.

#### **What will you be doing**

Reporting to the Team Lead of the Loss and Damage Finance and Adaptation Finance Unit in the Climate Finance Sub-Division, the incumbent is responsible and accountable for (a) providing policy advice and technical support on matters relating to adaptation finance loss and damage finance ; (b) supporting and providing substantive input to the intergovernmental process on matters related to the Fund for responding loss and damage and - funding arrangements; and, (c) strengthening collaboration with UN agencies and international organizations on matters relating to adaptation finance and loss and damage finance. This is performed through the support of the climate finance architecture, and by cross-cutting activities with other units in the sub-division. The Implementation unit enables enhanced implementation of climate finance-related mandates through coordination of work within and outside of secretariat processes.

#### **Your responsibilities**

Within delegated authority, the Programme Management Officer will be responsible and accountable for the following duties:

#### **Supporting substantive and technical work on matters relating to loss and damage finance and adaptation finance under and outside of the Convention and the Paris Agreement:**

- Support technical and analytical work on sources, funds, processes and initiatives under and outside the Convention and the Paris Agreement that are assisting developing countries in responding to loss and damage from sudden or slow onset events, including economic or non-



economic loss and damage, as well as finance for adaptation and resilience;

- Monitor the actions of operating entities of the Financial Mechanism, other multilateral climate funds, multilateral development banks, international financial institutions, UN agencies and other entities that provide support relating to loss and damage and adaptation to developing countries by collecting and analyzing information on relevant policies and modalities, programmatic approaches, financial instruments utilized by public and private finance sector, outreach plans, etc.;
- Undertake analysis and provide technical and substantive inputs to enhance access to information related to support for loss and damage and adaptation provided by operating entities of the Financial Mechanism, multilateral climate funds, multilateral and bilateral channels, UN agencies, and other entities including but not limited to the Climate Finance portal;
- Support the organization of meetings related to finance for responding to loss and damage, adaptation and resilience, by drafting annotations, speaking notes, options for consideration, and background papers;
- Enhance collaboration and synergies across the different substantive areas of the secretariat related to multilateral climate finance for adaptation, resilience and loss and damage by initiating cross-divisions initiatives, identifying key areas of synergy, providing technical inputs into draft decision texts, and seeking views on the needs for enhanced multilateral climate finance in other areas with a view to providing recommendations.
- Communicate with the funding arrangements for responding to loss and damage as part of outreach work, including with the Standing Committee on Finance, Santiago Network and other bodies, the Fund, multilateral development banks and international financial institutions, multilateral climate funds, UN agencies and International Organizations, bilateral development cooperation agencies, civil society, Indigenous Peoples and the philanthropic sector.

**Support to the intergovernmental process on matters related to the Fund for responding to loss and damage, funding arrangements, as well as Adaptation Fund:**

- Support the lead officer in the intergovernmental negotiations on the report of the Fund for responding to loss and damage and its related agenda items under the Conference of the Parties (COP) and the Conference of the Parties serving the Paris Agreement (CMA), by undertaking analysis, preparing briefing notes and strategies, drafting decisions text, briefing management, organizing sessions, as well as providing timely inputs and support to the group meetings, information consultations, side-events, and activities undertaken by the co-chairs;
- Provide substantive and technical support on adaptation finance under the Kyoto Protocol, as well as the CMA by undertaking analysis, preparing briefing notes and strategies, drafting decisions text, briefing management, organizing sessions, as well as providing timely inputs and support to the group meetings, information consultations, side-events, and activities undertaken by the co-chairs;
- Provide support in the preparation by the Standing Committee on Finance of draft annual guidance to the Fund for responding to loss and damage for consideration by the COP and CMA;
- Liaise with Adaptation Fund on matters concerning reporting to CMP and CMA;
- Liaise with the secretariats of the Fund for responding to loss and damage and Adaptation Fund in supporting the implementation of related activities on the UNFCCC side;

**Outreach and Partnerships:**

- Represent the secretariat in the meetings of the Board of the Fund for responding to loss and damage and the annual high-level dialogue on coordination and complementarity as required, and prepare technical briefings to management on all issues related to COP and CMA guidance as it pertains to finance for responding to loss and damage;



- Represent the secretariat at the Adaptation Fund Board meetings, inter-agency meetings, seminars and conferences, and deliver presentations and expert input on technical and policy matters relating to the financial mechanism of the Convention and the Kyoto Protocol;
- Provide technical support to the unit in efforts to enhance of synergy and collaboration on the work of the unit, with the work of the Climate Finance subdivision, the Adaptation Division, and other partner agencies, as well as with other departments within the secretariat in the context of the broader objectives of the organization;
- Provide technical support to the work of the subdivision in facilitating finance to assist developing countries that are particularly vulnerable to the adverse effects of climate change in responding to economic and non-economic loss and damage associated with the adverse effects of climate change, including extreme weather events and slow onset events.

**Performs any other related activity required to achieve the goals and objectives of 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.

**Being Responsive to Clients and Partners:** Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

**Delivering results:** Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

### **Your qualifications**

#### **Educational Background**

**Required:** Advanced university degree (Master's degree or equivalent) degree in business administration, political science, international relations, international economics, law, public administration, or related field. A first-level university degree in combination with



additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Experience**

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**Required:** A minimum of five (5) years of progressively responsible experience in political science, international relations, law, resource mobilization, programme partnerships and finance development management or related areas.

### **Language skills**

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**Required:** Fluency in English (both oral and written).

**Desirable:** Knowledge of other UN Secretariats working languages.

### **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 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.
4. Indicative net annual salary and allowance:  
US\$ 64,121  
(plus variable post adjustment, currently 42.4% 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.