



**United Nations**  
Framework Convention on  
Climate Change

**ANNOUNCEMENT FOR TEMPORARY APPOINTMENT**

**Programme Officer, P-3**  
Adaptation Programme  
Science and Review subprogramme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 May 2016	16/TA011/A	1 July 2016	31 May 2017	Bonn, Germany

Publication date: 06 May 2016, Position no. 31006451

**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

**The Adaptation programme** of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation. This process includes activities relating to national adaptation plans, national adaptation programmes of action, the Nairobi work programme (NWP), the Warsaw International Mechanism for Loss and Damage, the Adaptation Committee, research and systematic observation, and supporting the implementation of adaptation action under the Subsidiary Body for Implementation (SBI) and the Ad Hoc Working Group on the Paris Agreement (ADP). The Adaptation programme also engages Parties and stakeholders, including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders. The programme addresses the process of reviewing the adequacy of the long term global goal and the consideration of various matters related to climate science.

**What will you be doing:**

You will support the team working in the Science and Review subprogramme of the Adaptation programme. The Key Results/Accountabilities are: scientific and technical leadership and advice, supporting the intergovernmental process, representation and knowledge management, and communication and outreach support, as specified in the tasks below.

**You will have the following responsibilities:**

Under the supervision of the Coordinator of the Adaptation Programme, you will carry out the tasks as outlined below:

1. Supporting the intergovernmental process on the global stocktake referred to in Article 14 of the Paris Agreement
  - Assist the subprogramme manager on the APA negotiations on matters relating to the global stocktake in May and November 2016 and associated follow-up work on finalization of the global stocktake inputs and the establishment of its modalities;
  - Draft discussion papers, information notes and summary reports for supporting the negotiations, and organize in-session events;
  - Assist the subprogramme manager in outreach with Parties, IPCC and other UN organizations and non-Party stakeholders in regard to preparation activities related to the global stocktake work and the secretariat;



- Oversee the development and update of the GST website.
2. Supporting the collaborative effort of the secretariat on preparing and conducting the global stocktake
    - Produce technical documentation and reports required during the period of the contract, as assigned;
    - Support efficient and effective organization of the work of the collaborative group of GST;
    - Support effective and efficient deliberations and decision making;
    - Support outreach and communications with bodies mandated to provide inputs into the global stocktake (e.g. Adaptation Committee, Least Developed Countries Expert Group, the technology Executive Committee).
  3. Supporting the technical efforts of the secretariat in contributing to the development of climate change related standards, and on ensuring effective visioning and coherent delivery of the Paris Agreement mandates
    - Assist the subprogramme manager in providing inputs to ISO on the development of an adaptation standard;
    - Liaise with internal and external stakeholders on matters related to development of relevant standards;
    - Support collaborative efforts on ensuring effective visioning and coherent delivery of the Paris Agreement mandates.
  4. Performing any other job-related activity required to achieve the goals and objectives of the Programme.

### **What are we looking for:**

#### **Educational background**

---

Required:	Advanced university degree in environmental studies, international relations, international law, economics or related discipline.
	A combination of a first level university degree plus substantial professional experience in the field may be accepted in lieu of an advanced degree in the relevant discipline.

#### **Experience**

---

Required:	At least five (5) years of progressively responsible professional experience in scientific and technical issues related to Climate Change and to Adaptation in particular, supporting the intergovernmental process, representation and knowledge management, and communication and outreach support.
Asset:	Experience in working in an international environment.

#### **Language skills**

---

Required:	Fluency in English (both oral and written).
Asset:	Working knowledge of another official UN language.

#### **Specific professional knowledge**

---

Required:	Understanding and proven working experience of the UNFCCC process, in particular on issues relating to the global stocktake and reviewing progress made towards addressing the climate change.
-----------	--

### **How to apply:**



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

**Please note:**

1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.
2. Service is limited to the UNFCCC Secretariat.
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\$ 4,781 to 5,239 (without dependents)  
US\$ 5,122 to 5,744 (with dependents)  
(plus variable post adjustment, currently 28.6% of net salary),  
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>