



## VACANCY ANNOUNCEMENT

### Associate Programme Officer, P-2

Intergovernmental Support and Collective Progress Division  
Collective Progress Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 November 2022 23:59 hrs CET	VA 22/068/C&E	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 26 October 2022, Post number: 31018775 Funding: 40FCA/16816

**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 will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Intergovernmental Support and Collective Progress division, and more specifically in the Collective Progress sub-division, which is accountable for strategic and substantive support to the work of the governing and subsidiary bodies and for enabling the coherence, consistency and timeliness of the overarching processes, such as the periodic review of the long-term global goal under the Convention and the global stocktake under the Paris Agreement, and ensuring that the scientific and technical basis for these processes is improved.

Reporting to the Manager (P-5) of the Collective Progress subdivision, you will support the intergovernmental process on the global stocktake, the periodic review and oceans, including preparing and providing scientific and technical advice on these matters.

### Your responsibilities

You will be responsible for the following tasks:

- 1. Supporting the intergovernmental process on the global stocktake referred to in Article 14 of the Paris Agreement, the periodic review under the Convention and oceans, you will:**
  - a. Prepare discussion papers, briefing and information notes, and summary reports for mandated events and to support the negotiations;
  - b. Assist in the organization and servicing of in-session events, and associated preparatory meetings and workshops;
  - c. Contribute to outreach activities and support with Parties, IPCC and other UN organizations and non-Parties stakeholders in regard to preparatory activities related to the periodic review work and the global stocktake work and the secretariat;
  - d. Act as focal point for monitoring and updating the global stocktake, periodic review and ocean websites to ensure that it is up-to-date.



2. **Providing scientific and technical advice on matters relating to the global stocktake, the periodic review and oceans, you will:**
  - a. Prepare technical and analytical documentation and reports to enhance information exchange with UNFCCC constituted bodies that have been mandated to provide inputs into the global stocktake (e.g., Adaptation Committee, Least Developed Countries Expert Group, Technology Executive Committee, and Standing Committee on Finance);
  - b. Provide scientific and technical advice on matters relating to the global stocktake, the periodic review and oceans and climate change, including on the modalities and consideration of its inputs;
  - c. Assist in providing support to the work of the inter-programme collaborative group on the global stocktake;
  - d. Support effective and efficient deliberations and decision making.
3. **In consultation with others identify and propose information opportunities, activities and approaches for strategic partnerships to facilitate communication efforts and working relationships.**
4. **Perform 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 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.

**Communicating with impact:** Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

**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.



## **Your qualifications**

### **Educational Background**

---

**Required:** Advanced university degree (Master's degree or equivalent) in economics, social sciences, environmental studies, natural sciences, engineering, development studies, or a related discipline. 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**

---

**Required:** At least two (2) years relevant professional working experience on climate change, sustainable development, economics, or social issues, with strong drafting skills on policy and technical papers is required. Experience in compiling, analyzing and updating information and/or content of information systems, databases or webpages is desirable. Experience on assessing, in a comprehensive and facilitative manner, collective progress towards achieving the purpose of the Paris Agreement in its long-term goals is desirable, as well as familiarity with the UNFCCC intergovernmental process.

### **Language skills**

---

**Required:** Fluency in English is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and through experience in representation and catalyzing consensus among diverse partners. Knowledge of a second official UN language is desirable.

### **Specific professional knowledge and skills**

---

Knowledge of information exchange and interaction with various stakeholders including governments, international organizations, research institutions, private sector and NGOs is also an important asset. Sound analytical and strong drafting skills; good planning and organizational skills.

### **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\$ 49,254 to US\$ 56,064  
(plus variable post adjustment, currently 16.7% of net salary),  
plus other UN benefits as indicated in the link below:

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



Page 4

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.

---