



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
Executive Division  
Organizational Development and Oversight Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 January 2022 23:59 hrs CET	VA 21/076/E	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 will you be working**

The post is located in the UNFCCC secretariat in Bonn, Germany, in the Executive Office, which provides strategic guidance and ensures overall coherence to the support delivered by the secretariat to Parties and non-Party Stakeholders. You will report to the Manager of the Organizational Development and Oversight unit (ODO).

ODO will support organizational change and development activities; design and implement a system to monitor secretariat performance against strategic goals and objectives and maintain and oversee a secretariat-wide control framework, including enterprise risk management and auditing.

### **Your responsibilities**

Within delegated authority, you will be responsible and accountable for the following duties:

- Provide substantive and innovative support that helps advance the objectives of ODO in implementing the goals and vision of the Executive Division;
- Provide substantive support in designing and implementing a system to monitor secretariat performance against strategic goals and objectives;
- Support the development of tools and mechanisms necessary for all parts of the secretariat to execute action plans in a coordinated and coherent way;
- Support the design, development and implementation of impactful mechanisms that actively monitor and measure the effectiveness of policies, processes, systems and tools
- Maintain and improve a set of corporate key performance indicators, ensuring data accuracy and regular reporting.
- Act as focal point for internal and external audits and share accountability for achieving the audit report objectives;
- Monitor the status of audit recommendations and appraise adequacy of implementation and action taken on audit recommendation; present results and advise on possible actions to management;
- Assess the adequacy and effectiveness of governance, internal controls and risk management;
- Maintain and improve mechanisms and tools for an effective enterprise risk management



- Support the development and maintenance of the Internal Control Framework (ICF) that promotes clear accountability and delegation of authority and evidence-based decision-making processes;
- Work collaboratively with multiple internal stakeholders to align and monitor change implementation strategies and deliverables, and ensure critical organizational development needs are being met;
- Continuously monitor and support the facilitation of operational implementation of strategic change efforts and business processes against institutional objectives; reports on any measurable impact;
- Ensure ODO methods and techniques encourage collaboration and synergies across the PAT clusters and relevant teams;
- Provide advice and strategic support to the development and consistent execution of the secretariat's decisions;
- Perform other duties as required.

### **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.

**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.

**Learning continuously and knowledge sharing:** Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures and applies lessons learned to future activities; Engages colleagues or networks to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.

**Managing self:** Controls emotions and regulates own interpersonal style and approach to relate well to others, even in difficult work environments; Empathizes, understands others' perspectives and handles people and situations with diplomacy and tact.; Resolves conflicts constructively and takes action to prevent them; Stays productive and focused when dealing with crises and emergencies; Is resilient and flexible and operates effectively when faced with new ideas or evolving situation; Is receptive to feedback and open to adjust own behavior.

### **Your qualifications**

#### **Educational Background:**

**Required:** Advanced University degree in finance, audit, business or public administration, organizational development, change management, or related area is required. A first-level university degree in combination with additional 2 years of qualifying experience may be accepted in lieu of the advanced university degree.



**Experience:**

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**Required:** A minimum of five years of relevant experience in intergovernmental administration, including coordinating and liaising with various senior level stakeholders.  
Expertise in substantive analysis and drafting.

**Language skills:**

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**Required:** Proficiency in English (both oral and written) is required.

**Desirable:** Knowledge of another UN official languages.

**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\$ 62.120 to 69.662  
(plus variable post adjustment, currently 29.1% 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.

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