



VACANCY ANNOUNCEMENT

Programme Officer, P-3
Means of Implementation Division
Technology Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
31 March 2023 23:59 hrs CET	VA 23/031/MOI	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 environmental issues of our time.

Where will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Means of Implementation division, which provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

Within MOI, the Technology subdivision supports intergovernmental work and negotiations on matters related to technology development and transfer and related activities to support developing countries to accelerate their enhanced action on mitigation and adaptation. It also facilitates the effective implementation of mandated actions by the Technology Mechanism which assists developing countries to implement their technology actions to achieve the full implementation of the Convention and the Paris Agreement.

The Technology subdivision consists of two units: (1) Technology Policy and Strategy and (2) Technology Support and Implementation. This position is situated in the Technology Support and Implementation unit. Under the general guidance of the Manager (P-5), Technology, and the direct supervision of the Team Lead, Technology Support and Implementation unit, you will provide substantive technical support to ensure the coherent and effective implementation of the Technology Mechanism established under the UNFCCC, including in supporting the implementation of the Paris Agreement. You will also support the intergovernmental work and negotiations under different UNFCCC bodies related to the development and transfer of technologies, taking into account guidance from Parties.

Key results/accountabilities are:

- Intergovernmental process on technology development and transfer
- Collaboration with the Climate Technology Centre and Network and implementation of the functions of the Technology Executive Committee
- Communication and outreach, information sharing and knowledge management
- Inter-agency collaboration



Your responsibilities

1. Supporting the intergovernmental process on technology development and transfer:

- a. Provides substantive support to the intergovernmental work and process on issues related to the development and transfer of technologies under the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), Conference of the Parties (COP) and its subsidiary bodies; prepares background documents, annotations, briefing notes and draft texts for the Chairs and facilitators of technology negotiating groups under different bodies, as well as providing timely inputs and support to the group meetings, informal consultations and side events;
- b. Compiles, analyses and synthesizes submissions from Parties and inputs from relevant international organizations to facilitate deliberations among Parties; drafts background documents including coordinating the work of consultants to prepare technical papers and documents on selected issues for consideration by Parties in particular on the development of policies and strategies to enhance national and international cooperation on technology development and transfer, as mandated by CMA, COP and the subsidiary bodies;
- c. Provides substantive support on the planning and organization of intersessional and in-session expert meetings or workshops on issues related to technology development and transfer as mandated by CMA, COP and/or its subsidiary bodies.

2. Supporting the effective and coherent implementation of the Technology Mechanism and the technology framework

- a. Provides substantive support to facilitate the effective implementation of the Technology Mechanism and enhance coherence and synergy between the Technology Executive Committee (TEC) and the Climate Technology Centre and Network (CTCN), liaising to facilitate the sharing of information on the progress of work of both entities; supports Parties in nominating their national designated entities and the management of this information, participating and making presentations at CTCN regional workshops and events, at the request of the CTCN; prepares background documents and developing databases to foster collaboration between the TEC, the CTCN and other relevant institutional arrangements under and outside of the Convention; coordinates with the CTCN as related to the process for monitoring and evaluating the impact of the work of the TEC and the CTCN;
- b. Provides substantive support to the TEC in implementing its functions and workplan to support the implementation of the Paris Agreement including actions and activities to foster the creation and enhancement of an enabling environment, as well as policy and regulatory environments for technology development and transfer; provides relevant support by organizing relevant thematic dialogues, expert meetings and workshops, preparing documents and/or technical papers and TEC briefs; supports the TEC in preparing its recommendations for consideration by the CMA, COP and subsidiary bodies, supporting outreach activities of the TEC on relevant outcomes and liaising with relevant organizations in implementing the recommendations of the TEC on respective matters;
- c. Provides substantive support for the periodic assessment of the Technology Mechanism in supporting the implementation of the Paris Agreement on technology related matters, and the commission of a periodic independent review of the effective implementation of the CTCN including summarizing key findings of the review and preparing recommendations for enhancing the performance of the CTCN for consideration by the COP.

3. Involvement in communication and outreach, information sharing and knowledge management:



- a. Reviews, analyses, evaluates and seeks inputs from various sources regarding the performance of the technology information platform (TT:CLEAR); identifies, recommends and develops new TT:CLEAR features in cooperation with ICT subdivision Programme Officers, implementing these new features and facilitating the platform's operation;
- b. Identifies the best tools to maintain the linkage between TT:CLEAR and the Knowledge Management System of the CTCN, and ensures coherent information and synergies in sharing information on technology development and transfer activities and support provided under the Technology Mechanism;
- c. Undertakes outreach activities of the Technology subdivision to enhance the sharing of information on technology development and transfer activities under the Convention and the Paris Agreement; develops and implements communication strategies for the Technology subdivision and develops, in collaboration with other UNFCCC divisions, a social media work plan, leading its implementation to disseminate information to target groups; writes outreach material including newsletters, infograms, social media inputs and other communication material.

4. Involvement in inter-agency collaboration

- a. Liaises with relevant international organizations and agencies, the private sector, research institutions and academia to enhance collaboration and mobilize support for the implementation of the Technology Mechanism, in particular the work of the TEC;
- b. Contributes to events, reports and other activities organized by partner agencies.

5. Performs any other job related activity required to achieve the goals and objectives of the Technology Support and Implementation unit, the Technology subdivision and the MOI division of the secretariat: This includes representing the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.

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.

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.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and



external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

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) in engineering, environmental science, economics, development studies, or related field. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: A minimum of five (5) years of progressively responsible experience in engineering, environmental science, economics, development studies or related areas. Broad knowledge of the UN system in general (highly desirable).

Language skills

Required: Excellent writing skills in English are required. Working knowledge French, Spanish and Russian is an asset.

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.

Indicative net annual salary and allowances:

US\$ 64,121 to US\$ 71,906

(plus variable post adjustment, currently 35.5% of net salary),

plus other UN benefits as indicated in the link below:

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



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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.
