



VACANCY ANNOUNCEMENT

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

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 September 2026 23:59 hrs CET	VA 26/041/MOI	As soon as possible	2 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 you will be working

This position is based in the UNFCCC secretariat in Bonn, Germany, within the Means of Implementation (MOI) 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 the MOI division, the Climate Technology subdivision supports intergovernmental work and negotiations on matters related to technology development and transfer and related activities to support developing countries to accelerate climate change adaptation and mitigation action. It also facilitates the effective implementation of mandated actions by the Technology Mechanism, enabling developing countries to advance their technology priorities and contribute to the full implementation of the Convention and the Paris Agreement.

The Technology subdivision is currently organized in two units: (1) Policy and Strategy Unit and (2) Support and Implementation Unit. The position is situated in the Support and Implementation Unit. Under the general guidance of the Manager (P-5) and the direct supervision of the Team Leader (P-4), the Programme Officer will provide substantive support to the intergovernmental work and process on technology development and transfer as well as technical support towards ensuring the effective and coherent implementation of mandates of the Technology Mechanism serving the Convention and the Paris Agreement. The incumbent also supports work on technology needs assessments and technology action plans of developing countries as well as inter-agency collaboration on matters related to climate technologies.

Key results/accountabilities are:

- Intergovernmental work and process on development and transfer of technologies
- Implementation and operation of the Technology Mechanism
- Identification and analysis of technology needs
- Inter-agency collaboration



Your responsibilities

The Programme Officer will be responsible for the following duties:

1. Supporting the intergovernmental work and process on development and transfer of technologies:

- 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 (COP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), and their subsidiary bodies; prepares background documents, briefing materials, draft texts for the Chairs and facilitators and supports formal and informal meetings;
- b. Compiles, analyses and synthesizes submissions from Parties and non-Party stakeholders 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;
- c. Provides substantive support on the planning and organization of intersessional and in-session expert meetings or workshops on issues related to technology development.

2. Supporting the effective and coherent implementation of the Technology Mechanism:

- a. Provides substantive support to the Technology Executive Committee (TEC) in implementing its function on catalyzing the development and transfer of climate technologies, including through the preparation of background documents, technical papers and policy briefs to inform TEC key messages and recommendations to the COP and CMA as well as through the organization of meetings and events to inform and disseminate the work of the TEC;
- b. Provides substantive support to facilitate effective collaboration between the TEC and the Climate Technology Centre and Network (CTCN), including on the implementation of the TEC rolling workplans and the CTCN programmes of work as well as joint activities by the TEC and CTCN as needed.

3. Supporting the process for identifying and analyzing technology needs, priorities, and plans:

- a. Provides substantive support for the process of conducting technology needs assessments (TNAs) and developing technology action plans (TAPs) by developing countries Parties and facilitates linkages with other planning tools and processes under the Convention and Paris Agreement, such as nationally determined contributions, national adaptation plans, long-term low-emission development strategies, biennial transparency reports, and technology road maps in the context of national processes, policies and tools;
- b. Compiles, analyses and synthesizes information from TNAs and TAPs for consideration by Parties including collecting, processing, analyzing and synthesizing data and information from TNAs and TAPs; prepares compilation and synthesis reports on TNAs for consideration by Parties and promotes the findings of the synthesis reports through TT:CLEAR and other communication channels;
- c. Identifies and promotes results of the implementation of TNAs and TAPs, including through the preparation of outreach materials and the organization of events.



4. Supporting inter-agency collaboration on technology development and transfer:

- a. Liaises with UN entities, intergovernmental organizations, the private sector, academia, civil society, philanthropic organizations to enhance collaboration and mobilize support for the implementation of the mandates of the Technology Mechanism, in particular the work of the TEC;
- b. Contributes to events, reports and other activities organized by partners and the UN System.

5. Performs any other job-related activity required to achieve the goals and objectives of the Climate 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 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.

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.

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 (Master's degree or equivalent) in engineering, environmental/climate science, development economics, international relations, development studies, 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:**

Required: A minimum of five (5) years of progressively responsible experience in international cooperation, policy and/or project management on climate technology-related matters. A minimum of three (3) years of progressively responsible experience in intergovernmental work and processes, ideally on climate change-related matters. Proven track record in UN inter-agency collaboration and/or partnership building. Sustained working experience on climate technology-related matters in developing countries is desirable. Experience in engagement with multilateral and bilateral donor agencies and philanthropic organizations is desirable.

Language skills:

Required: Fluency in oral and written English. Working knowledge of other UN language 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.
3. Indicative net annual salary and allowances:
US\$ 71,335
(plus variable post adjustment, currently 36.5% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.