United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

VACANCY ANNOUNCEMENT

Policy Officer, P-4
Executive Division
Executive Engagement and Support Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
29 March 2026 23:59 hrs CET	VA 26/013/E	As soon as possible	1 year with possibility of extension	Bonn

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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 located in the UNFCCC secretariat in Bonn, Germany, within the Office of the Executive Secretary. The Office develops, coordinates, and delivers high-level strategic, substantive and operational support to the Executive Secretary across internal and external engagements, including oversight of outreach and the management of interactions with, and support to, the UN Secretary-General and his Executive Office. As the Executive Secretary's immediate support structure, the Office serves as a strategic hub that provides timely analysis, strategic inputs and forward-looking information to inform decision-making and shape the Executive Secretary's priorities. The Office plays a central role in generating and translating vision into action by ensuring alignment across senior management and coherence in the implementation of the secretariat's work programme and priorities. The Office works in close cooperation with the Executive Office of the Secretary-General, supports the Executive Secretary's participation in senior UN management decision-making bodies and other high-level fora, and coordinates strategic engagement with UN entities and other intergovernmental bodies, private sector, and non-governmental organizations to strengthen system-wide coherence, leverage synergies and increase the secretariat's impact.

What you will be doing

Under the supervision of the Chief of Staff, the incumbent will provide high-quality, decision-shaping policy advice, high level analysis, thought leadership, and special project implementation to deliver innovation initiatives.

Your main responsibilities:

Particular activities include:

1. **Strategic and policy analysis:** provide high-quality analytical support on strategic, institutional, and policy matters, including systematic review of internal and external proposals, preparation of

analytical briefs, and strategic notes to inform executive decision-making. Conduct forward-looking analysis on institutional trends, reform efforts, and secretariat-wide priorities is also envisaged.

2. **Secretariat-wide coherence and integration:** analyze and synthesize key strategic initiatives and delivery commitments of divisions including identifying interlinkages, overlaps, and gaps across workstreams to ensure alignment and delivery of secretariat priorities and mandate.

3. **Institutional intelligence and innovation:** develop and advance forward-looking ideas, proposing new approaches to enhance the effectiveness, coherence, and visibility of secretariat-wide action, and supporting the development of high-quality strategic documents and institutional narratives.

4. **Strategic support to the Chief of Staff:** conduct first-line reviews of documents, internal proposals and strategic submissions to ensure coherence, clarity, and alignment with the secretariat and Executive Secretary's priorities. The role also includes synthesizing complex inputs from across the secretariat and from external partners into concise, decision-ready advice.

5. **Other responsibilities:** perform any other job-related duties required to achieve the goals and objectives of the secretariat and the Executive Office, including contributing to priorities, participating in meetings, fora, and developing strategic analysis where relevant.

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.
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.
Managing Self: Proactively seeks out upward feedback to adjust own behaviors to the needs of the team; Is predictive and consistent in behavior towards all team members; Seeks to become aware of unconscious bias, such as gender bias, and takes steps to mitigate possible consequences; Remains composed in all dealings with staff; Mediates in conflicts between staff members to find constructive outcomes.

Managerial Competencies:

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions, and analyses the different options and alternatives before reaching a sound conclusion.
Thinking Strategically and Building the Vision: Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way

forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

Your qualifications

Education: Advanced university degree (master's degree or equivalent) degree in political science, public policy, international relations, environmental studies, sustainable development, climate change, law, engineering, 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: A minimum of seven (7) years of progressively responsible experience within international organizations, public sector, partnerships, sustainable development, environmental and/or climate change issues.

Asset/s: Experience in providing strategic and analytical advice, working in an international climate-change policy or implementation context, project management, drafting and communication is highly desirable.

Language: Fluency in English (both oral and written) is required; knowledge of another UN official language is desirable.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will 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$ 86,027
   (plus variable post adjustment, currently 40.2% of net salary),
   plus other UN benefits as indicated in the link below:
   https://unfccc.int/secretariat/employment/conditions-of-employment.html

The 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.