



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
**Mitigation Division**  
**Constituted Bodies and Data Services (Outreach) Subdivision**

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
5 October 2025 23:59 hrs CET	VA 25/024/M	As soon as possible	1 year and 6 months 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 located in the UNFCCC secretariat in Bonn, Germany, in the **Mitigation division**, which supports Parties to facilitate, catalyze and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Mitigation division and specifically in the **Constituted Bodies and Data Services subdivision**, which provides effective support on matters relating to the proper governance of the Article 6.4 mechanism and Clean Development Mechanism (CDM), ensuring well-coordinated services to the related bodies i.e., Article 6.4. Supervisory Body and the CDM Executive Board (CDM EB), and their supporting panels and working groups.

### Your responsibilities

Under the guidance of the Manager, **Constituted Bodies and Data Services**, and in collaboration with the **Communications and Engagement division**, the incumbent will support the development and implementation of public awareness, strategic communication and outreach strategies related to Article 6 of the Paris Agreement. The focus will be on enhancing the visibility, branding of the Article 6.4 Paris Agreement Crediting Mechanism (PACM), ensuring its mission, vision, and values are effectively communicated to global audiences, including and messaging of the Article 6.4 Supervisory Body to wider audience. The role involves close coordination with the substantive teams in the Mitigation division teams supporting the implementation of the PACM mechanism.



**1. Design and implementation of outreach strategies and communication plans:**

- a. Develop and implement public awareness and outreach strategies that align with the mission, vision, and values of the Article 6.4 Supervisory Body.
- b. Identify key messages, communication channels, target audiences, and timelines for global and regional engagement.
- c. Collaborate with secretariat wide communication team to ensure consistency with secretariat-wide communication standards.
- d. Develop stakeholder engagement plans in collaboration with the stakeholder engagement team that support trust-building and participation in the mechanism.

**2. Developing communication materials and content:**

- a. Draft and produce communications materials such as press releases, speeches, op-eds, FAQs, presentations, and visual explainer content in consultation with relevant teams in the Mitigation division.
- b. Manage digital communication outputs, including content for the Article 6 website section, social media posts, and newsletters.
- c. Work with design and media teams or external agencies to develop brand-aligned content and templates.
- d. Translate complex, technical information into accessible content for diverse audiences in consultation with the substantive and capacity building teams in the Mitigation division.

**3. Supporting events and campaigns:**

- a. Provide outreach and communications support to Article 6-related events, side events, stakeholder webinars, and high-level meetings.
- b. Coordinate proactive and reactive media engagement, including during SB/COP sessions and other key milestones.
- c. Support media training and speaking engagements for constituted body members of the PACM.

**4. Supporting monitoring and evaluation activities of the division and stakeholders:**

- a. Monitor and evaluate the impact of communication activities using engagement metrics and stakeholder feedback.
- b. Prepare quarterly communications evaluations and recommend improvements based on findings.
- c. Ensure timely reporting and provide inputs to official reports and updates for internal and external stakeholders.

**5. Involvement with Stakeholder coordination and internal collaboration:**

- a. Collaborate closely with team leads across the Mitigation division and the secretariat's Communications and Engagement division and substantive divisions within the Mitigation division.
- b. Provide guidance to team members and stakeholders on public awareness and outreach activities.
- c. Contribute to internal knowledge sharing and alignment with broader secretariat objectives.



**6. Perform any other job-related activity** required to achieve the goals and objectives of the respective divisions 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.

**Being Accountable:** Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

**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.

**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.

**Your qualifications**

**Educational Background:**

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**Required:** Advanced university degree (Masters) in communications, public information or public relations, public policy, political science, international diplomacy, international relations, climate change or a related field. A first-level university degree in combination with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:**

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**Required:** A minimum of 5 years of experience in communication or public awareness and outreach strategy development and implementation. A minimum of 5 years of experience in developing communication materials, including press releases, speeches, presentations, and other public awareness raising and communications tools. Experience in communicating in the area of climate change, carbon markets or other approaches such as emissions trading systems, offset mechanisms, and other market-



based instruments is considered an asset. Previous involvement in climate change negotiations and familiarity with the Paris Agreement would be advantageous for the role.

**Language skills:**

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**Required:** Fluency in English (both oral and written) is required. Knowledge of another UN official language is desirable.

**Other desirable qualifications** (either specific knowledge or job-related experience)

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Experience managing digital communication channels and coordinating across multidisciplinary teams. Strong interpersonal and organizational skills with the ability to work under pressure.

**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\$ 70,212 (plus variable post adjustment, currently 40.5%% 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.