



VACANCY ANNOUNCEMENT

Programme Officer, P-3 Resource Mobilization and Partnership Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 July 2025 23:59 hrs CET	VA 25/022/RMP	As soon as possible	One year with possibility of extension subject to funding availability	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 Resource Mobilization and Partnerships (RMP) Unit. The RMP Unit leads the strategic coordination of resource mobilization and partnerships activities for the secretariat. It engages both Parties and non-Party stakeholders in fostering mutually beneficial, innovative and impactful partnerships and mobilizing resources to ensure adequate, predictable and flexible funding to support the achievement of the secretariat's mandates and priorities. The RMP Unit also works towards enhancing the strategic communication of the secretariat's brand, visibility and awareness of the secretariat's priority areas of work and resource requirements in coordination with other divisions.

Reporting directly to the Manager (P-5) of the RMP Unit, the incumbent will contribute to supporting the work related to ensuring a coherent secretariat-wide approach to resource mobilization and strategic partnerships through internal and external coordination and development of client-oriented tools, resources, reports and services..

Your responsibilities

1. Supporting secretariat-wide coordination and strategy for resource mobilization:

- Supports the implementation of the UNFCCC Resource Mobilization and Partnership Strategy, including setting priorities, establishing funding goals and benchmarks and coordinating outreach to a wide range of Party and non-Party partners and funders;
- Proactively identifies, engages and develops strategic relationships with existing and new non-traditional funders and partners and to diversify the secretariat's funding and partnership base;
- Tracks, reports and manages funder and partner portfolios and funding pipelines against key targets and indicators;
- Coordinates with Programme divisions and the Communications and Engagement division on outreach and promotional, storytelling to drive outreach and storytelling that strengthen the UNFCCC's positioning and support resource mobilization efforts;
- Monitors and analyses Official Development Assistance and partnership trends so that market



opportunities may be capitalized on, ensuring that the UNFCCC partnership proposition remains compelling and competitive;

- Assists in developing new products and value propositions for the secretariat as a means of attracting new funders and coordinating innovative finance initiatives.

2. Mobilizing partnerships to enhance financial and in-kind support for the secretariat:

- Builds and manages internal and external networks to support the identification, cultivation and solicitation of voluntary contributions;
- Provides donor-specific intelligence to inform the prioritisation, presentation and development of proposal, maximizing resource mobilisation opportunities;
- Identifies and manages partnership-related risks and opportunities; contributing toward the secretariat's annual supplementary funding targets; informs and alerts relevant teams, when necessary, of relationship opportunities and risks with the aim of mobilizing new and additional sources of income;
- Identifies partnership and funding opportunities and ensures timely submission of high-quality proposals;
- Leads partnership negotiations and funder pitches;
- Designs and delivers in-house training and capacity building workshops related to the Unit's work;
- Supports development of relevant resource mobilization and partnership strategies, policies and guidelines and provides normative guidance to internal clients;
- Prepares written documents, including letters, funding status reports, background notes; contributes to work programme, programme budget, and annual reports;
- Performs any other job-related activity required to achieve the goals and objectives of the unit, the subdivision the division or the secretariat.

3. Ensuring appropriate risk measures are in place:

- Supports the Partnership Committee and internal due diligence processes;
- Ensures new partnerships align with UNFCCC's due diligence policies and coordinates with relevant internal divisions, including the Administration and Operations division, the Legal Affairs division and the Communications and Engagement division to ensure that potential risks are managed and mitigated.

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 subdivision are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

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, understands and responds 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 subdivision; Recognizes opportunities to enhance subdivision effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with subdivision decisions, even when such decisions differ from own position; Encourages the participation of all members of the subdivision regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for subdivision accomplishments and accepts joint responsibility for subdivision shortcomings.

Your qualifications

Educational Background

Required: Advanced university degree (M.A. or equivalent) in Social Science, Communication, International Relations, or Business or Public Administration or relevant field. A first level university degree (B.A. or equivalent) in combination with two additional years of qualifying experience may be accepted in lieu of the advanced degree.

Experience

Required:

- A minimum of five (5) years combined experience in resource mobilization and development of strategic partnerships, business development, and securing donations from funders and partners, including governments, multilateral development banks and other UN and non-UN organizations, with demonstrable experience of partnership development;
- Knowledge of current theories and practices in resource mobilization and grant policies of the United Nations;
- Proven experience of identifying, developing and securing a new funding pipeline, including successfully securing new corporate partnerships at a US\$ 7-figure per year and above funding value is desirable;
- Understanding of climate change issues or international development gained through work experience;

Asset:

- Understanding of sustainable development, climate/environment, and finance issues would be considered an asset.

Language skills

Required: Demonstrated proficiency in written and spoken English.

Asset: Knowledge of a second official UN language is an asset.

Specific professional knowledge and skills

Required:

- Excellent oral and written communication skills;
- Sound problem-solving and analytical skills;
- Proven track-record of working with multi-cultural teams and colleagues with diverse backgrounds;
- Competent level of IT, AI and data skills.



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 38.1% 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.
