



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2

Mitigation Division,
Coordination Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 February 2023 23:59 hrs CET	VA 23/002/M	As soon as possible	One year and six 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

The 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 NDCs and LT-LEDS in a manner that facilitates just transitions and including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

This post is in the Coordination unit of the Implementation Coordination subdivision.

The Implementation Coordination subdivision provides effective support to the Mitigation division with regard to the development and maintaining of quality management systems for mechanisms, and coordination of the Regional Collaboration Centers. This subdivision also ensures resource mobilization and utilization for the Mitigation division, including through portfolio management, framework agreement with ICT, overseeing supplementary projects, substantive coordination across subdivisions, and promoting collaboration with other divisions.

Within the Implementation Coordination subdivision, the Coordination unit provides effective support on matters relating to resource mobilization and utilization, business development, and portfolio management, including CDM and Article 6. The Coordination unit also manages the framework agreements with ICT for the division and oversees its supplementary projects. The unit furthermore ensures coherence across subdivisions regarding strategic partnerships, and acts as an interface with other secretariat divisions to promote collaboration and ensure the effective delivery of services to the Mitigation division.

Reporting to the Team Lead, Coordination unit (P-4), you will contribute to supporting the work related to resource mobilization, portfolio management, strategic partnerships, business development and substantive coordination, as well as collaboration across other divisions and subdivisions. Focus of the work for this position will also include assisting the development and coordination in implementing the Article 6 work-programme and other relevant mechanism/s.



Your responsibilities

More specifically, your responsibilities are set out below:

- a. Assist in coordinating the work of substantive areas mentioned in the organizational setting, including the creation of action plans, preparing associated reports and providing support in collaborating with various teams (beyond data-gathering/maintenance and those covered by the project-support role);
- b. Assist in developing the portfolio of the Mitigation division, including management plans, budgets, and progress reports to the Constituted Bodies of UNFCCC;
- c. Assist in establishing and promoting strategic partnerships through the identification of existing and potential partners such as UN agencies, development organizations, financial institutions related to areas of the division's work, with focus on Article 6 of the Paris Agreement;
- d. Assist in resource mobilization including support to Article 6 by preparing funding proposals, reports for donors, presentations and briefing notes, as well as data gathering on potential donor profiles, relevant policies, trends and funding mechanisms, while working closely with the Regional Collaboration Centers (RCCs);
- e. Assist in relationship management at the institutional level with donors through organizing meetings with the focus on supporting activities related to Article 6 of the Paris Agreement;
- f. Assist in assessing the implementation of the Article 6 capacity-building work programme by designing and developing a system for the tracking of required activities;
- g. Support the preparing of substantive input related to strategic planning, cross-divisional collaboration activities, business development and strategic partnerships;
- h. Assist in developing, implementing, managing and reporting the division's cross-divisional agreements for the delivery of activities;
- i. Perform any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division and the secretariat, including participation in technical meetings, workshops and seminars, and preparing 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.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in Management, Business Administration, Economics, Environmental Studies, Development Studies or related fields is required. A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of two (2) years of progressively responsible professional experience on issues related to planning, monitoring and reporting of projects /operations, partnerships, coordination on climate action including with external stakeholders, or other related fields.

Asset/s: Work experience in an international setting.
Experience in the area of climate action.

Language skills:

Required: 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 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\$ 50,377 to US\$ 57,342
(plus variable post adjustment, currently 27.7% of net salary),
plus other UN benefits as indicated in the link below:



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<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.
