



VACANCY ANNOUNCEMENT

Programme Officer, P-3

Adaptation division
Review subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 March 2022 23:59 hrs CET	VA 22/016/A	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 located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation division, and more specifically in the Review subdivision, which supports the provision of coherent and holistic guidance on adaptation to Parties, as well as provides adaptation input relevant to the technical analyses and syntheses for the Global Stocktake and facilitates engagement and outreach on adaptation to promote action towards the achievement of the objectives and goals of the Convention and the Paris Agreement.

The **Review subdivision** consists of three units:

1. The Adaptation Committee unit
2. The Reporting and Engagement unit
3. The Global Goal on Adaptation unit

What you will be doing

Reporting to the Team Lead of the Adaptation Committee unit (P-4), Review subdivision, you will be involved in the following key areas:

- **Work of the Adaptation Committee**
- **Intergovernmental processes**
- **Crosscutting adaptation work on the implementation of the Paris Agreement**

Your responsibilities

1. **Supporting the Team Lead in the provision of technical support and guidance to the Adaptation Committee (AC). Your activities will include:**
 - a. Overall planning and organization of the implementation of the AC's workplans, including by preparing detailed plans and timelines for the implementation of the AC's deliverables in the inter-sessional period, and organizing the AC support team's workplan;



- b. Providing technical support, guidance and substantive input to the meetings of the AC, including the preparation of various written inputs and outputs such as annotated agendas, meeting reports and analytical papers;
- c. Providing direct support to the co-chairs of the AC in-session and inter-sessionally by giving strategic guidance, preparing substantive and technical briefing and speaking notes;
- d. Identifying and analysing issues relating to the work of AC that are of strategic interest to the secretariat and its operations, and advising the Team Lead accordingly;
- e. Facilitating collaboration of the AC with other constituted bodies, operating entities of the financial mechanism, and other relevant entities;
- f. Enhancing synergy and collaboration with other units and programmes on the implementation of the workplan of the AC, including coordinating the annual provision of advice to the Nairobi work programme;
- g. Supporting the work of the AC's NAP Taskforce;
- h. Supporting the AC in implementing mandates from the CMA related to the implementation of the Paris Agreement;
- i. Organizing intersessional activities, such as workshops and expert meetings, supporting substantive preparations for these activities, supporting preparation of project documents for fund raising and contributing to logistical planning;
- j. Organizing, guiding and monitoring the work of external consultants and contractors.

2. Supporting intergovernmental processes on matters relating to the Adaptation Committee. Your activities will include:

- a. Contributing to substantive and technical support of the negotiations relating to the Adaptation Committee;
- b. Preparing summary reports and other analytical, strategic and technical material in support of negotiations;
- c. Compiling briefing notes, talking points and background information;
- d. Assisting the presiding officers and co-chairs in drafting negotiating texts, conclusions and decisions;
- e. Organizing side events and supports other events that require inputs from the co-chairs or members of the AC.

3. Contributing to the crosscutting aspects of adaptation on the implementation of the Convention and the Paris Agreement. Your activities will include:

- a. Enhancing collaboration and synergies across the different substantive areas of the work of the AC by initiating cross-programme initiatives, identifying key areas of synergy, providing technical inputs into draft decision texts, and seeking views on the needs for enhancing adaptation in other areas with a view to providing recommendations;
- b. Coordinating collaborative activities with UN, other international and regional agencies, programmes, and networks including IPCC, UNEP, UNDP, OECD, WMO and regional centres and networks to exchange information on relevant technical and policy issues and the implementation of the corresponding COP and CMA decisions and conclusions regarding the work of the AC;
- c. Attending and participating in relevant meetings of constituted bodies of the Convention and other international and national meetings to undertake outreach activities and liaison with appropriate institutions and organizations regarding the work of the AC.

4. You will perform any other job-related activity required to achieve the goals and objectives of the AC unit, the subdivision, the Adaptation division and 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.

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.

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.

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:

Required: Advanced university degree (Master's degree or equivalent) in international relations, public governance, environmental science, economics, development studies or a related discipline is required. A combination of relevant academic qualifications and an additional two years of experience at the professional level may be accepted in lieu of an advanced degree.

Experience:

Required: At least five (5) years progressively responsible professional experience in supporting international negotiations, related analytical and technical work and in communications of issues related to adaptation is required. At least two (2) years of the total 5 must be at the international level with a component of technical, analytical work and drafting of policy papers related to adaptation and broader issues related to supporting complex international processes and outreach.

**Language skills:**

Required: Fluency in English is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and through experience in representation and catalyzing consensus among diverse partners. Knowledge of a second official UN language is desirable.

Specific professional knowledge and skills and job-related skills

- Knowledge of and experience in climate change adaptation issues in the context of broader climate change issues, the intergovernmental process, and support to an intergovernmental expert body.
- Broad visionary knowledge on the impact of the Paris Agreement; knowledge and experience in the UNFCCC process.
- Interaction with various stakeholders, including governments, international organizations, research institutions, private sector and NGOs;
- Excellent analytical and drafting skills; good planning and organizational 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\$ 62,692 to US\$ 70,303
(plus variable post adjustment, currently 34.2% 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.