



Announcement for Fellowship

Adaptation Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 March 2025	25/FP02/A	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 25 February 2025

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 historic 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.

Thanks to funding from the Government of Italy, the UNFCCC secretariat is completing a round of the Capacity Award Programme to Advance Capabilities and Institutional Training in one Year (CAPACITY) Fellowship Programme with the aim of developing capacity of negotiators and therefore increasing the level of implementation of the Paris Agreement. The CAPACITY Fellowship Programme contributes to building capacity for addressing climate change in Small Islands Developing States (SIDS) and Least Developed Countries (LDCs), through the development of local professional expertise by:

- Supporting innovative analytical work on climate change in the context of sustainable development.
- Promoting a network of experts who can bring creative and innovative options to bear on questions of climate change.
- Encouraging the leadership potential of young and promising professionals in their fields.

The Programme target group consists of mid-career professionals who are already in a government's employment and who are nationals of and working in a SIDS or LDC Party. While Fellowships are awarded to individuals, the need for development/training, as described below, must occur within the context of the organization for which an applicant works. The training must help the organization to develop its capacity.

Where you will be working

This position is located in the Adaptation division of the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), which supports Parties in enhancing adaptive capacity, strengthening resilience, and reducing vulnerability to climate change. It facilitates the provision of holistic technical guidance and advice to countries on all aspects of adaptation and resilience, especially on assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerability; and enhancing implementation and reviewing progress.

The Fellow will be reporting to the Team Lead in the Adaptation division's Vulnerability subdivision, which focuses on knowledge-generation, sharing and application; enhances learning on and understanding of needs and action in response to climate change impacts for different sectors and groups; and manages a trusted repository of adaptation data and information. A detailed work plan



will be developed and mutually agreed upon by the Fellow and the supervisor during the initial phase of the assignment.

The Vulnerability subdivision consists of two units:

1. The NWP unit supports the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP), including the Lima Adaptation Knowledge Initiative (LAKI).
2. The LCIPP unit supports the Local Communities and Indigenous Peoples Platform (LCIPP) and its Facilitative Working Group (FWG).

What you will be doing

Expertise is sought in the following:

1. **Support for the intergovernmental process:**
 - a. Assisting in preparing NWP process-related substantive documentation, including background/concept papers, analyses, briefings, policy proposals, and regular and ad hoc reports.
 - b. Providing technical and substantive support to the NWP negotiations and other related adaptation agenda items by formulating proposals, conclusions, decisions, and recommendations, identifying problems, and proposing corrective action.
 - c. Ensuring that UNFCCC Parties are furnished with relevant information to support their decision-making.
2. **Support for the implementation of the work on the Nairobi work programme**
 - a. Supporting the implementation of NWP activities (annual focal point forums, workshops under the Lima Adaptation Knowledge Initiative, expert meetings and other intersessional events and activities), including in response to the mandates under the NWP aimed at supporting the provision of scientific, technical, and socioeconomic inputs to activities on climate change impacts and vulnerability assessments, and adaptation planning and practices.
 - b. Developing and updating approaches and methodologies offering stepwise, systematic, and iterative ways of implementing activities mandated under the NWP to scale up and monitor action in countries and regions.
 - c. Monitoring and analyzing information relevant to climate change impacts and vulnerability assessments, and adaptation planning and practices.
3. **Support for knowledge management and stakeholder engagement in the areas of climate change impacts and vulnerability assessments, and adaptation planning and practices**
 - a. Assisting in coordinating with the UNFCCC constituted bodies and workstreams and identifying areas of collaboration in implementing their respective work plans.
 - b. Assisting in strengthening partnerships with other UN conventions and bodies, regional centres, networks, and other stakeholders to enhance the cooperative and coordinated implementation of relevant activities in countries and regions.
 - c. Supporting the interface with external stakeholders and the mobilization of intellectual activities around NWP topics or thematic areas.
 - d. Developing technical documents, communication and outreach products for targeted stakeholders related to the above areas of responsibility and soliciting reviews and comments on the prepared products, including from relevant external stakeholders, as appropriate.



What we are offering for the Fellow

- The fellowship will offer an opportunity to deepen the knowledge of the international climate change process and of how the UNFCCC secretariat supports it. This includes facilitating negotiations and organizing mandated events during key conferences, such as COP and Subsidiary Bodies sessions.
- The fellow will develop practical experience and skills in stakeholder engagement, strategic partnerships, and knowledge management within the NWP
- The fellow will be encouraged to undertake in-house training in skills and tasks that are necessary for the effective execution of his or her responsibilities at UNFCCC and that support his or her future career. These may include computer skills, supervisory skills, interviewing skills, team-building training.
- Mentoring on the specific substantive aspects of the incumbent's work will be provided by staff currently working on similar responsibilities.
- The fellow will have access to extensive learning resources and will be expected to engage in self-directed learning process, supported by the supervisor and colleagues, to attain the necessary knowledge and level of information to perform fellowship functions effectively.

At the end of the Fellowship, the Fellow will be able to:

- Demonstrate a clear understanding of substantive, procedural and institutional issues relating to the intergovernmental climate change process.
- Engage in international climate change conferences, such as COP and Subsidiary Bodies sessions, to gain hands-on experience in global climate negotiations and discussions.
- Build key skills for future career development, including UNFCCC core competencies, computer proficiency, supervisory skills, interviewing techniques, and teambuilding strategies.
- Develop experience and skills in stakeholder engagement, strategic partnerships with NWP partners, experts and other stakeholders, and knowledge management within the NWP
- Work in a multicultural and interdisciplinary environment.

What are we looking for

Educational background

Required:	Master's degree or equivalent in development studies, economics, communications, international relations, environmental science and policy, climate adaptation and mitigation, ecology, or a related field. A combination of a first-level university degree and an additional two years of relevant work experience may also be accepted in lieu of an advanced degree.
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Experience

Required:	At least three years of relevant professional experience in supporting climate action and policy development. Experience in analytical and research skills, stakeholder engagement and knowledge management are preferred. Experience with UN Processes and multilateral negotiations would be an asset.
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Language skills



Required: Proficiency in written and spoken English.

Desired: Knowledge of another UN official language.

Other requirements

1. The Fellowship Programme is open to individuals who are
 - a. Currently employed in a governmental organisation (national, regional, provincial or local) including educational institutions, research institutes and ministries.
 - b. A national of an eligible LDC and SIDS country as listed in the following links (<https://www.un.org/development/desa/dpad/least-developed-country-category/ldcs-at-a-glance.html> and <https://sustainabledevelopment.un.org/topics/sids/list> (UN members only).
 - c. Maximum of 40 years of age at the closing date of Fellowship Opportunity notice.
2. The secretariat values inclusiveness, diversity, and gender equity.

The selection process

You may be invited for assessment of your technical/professional knowledge. If successful, you will be invited for the final stage of the selection process, which consists of an interview to assess the skills and aptitudes required to successfully perform the functions of the post.

At a certain point and as part of the selection process, each candidate will be requested to provide the following information:

- a. Obtain permission from their employer for leave of absence for the term of the Fellowship and provide written certification that s/he will return to the Party's governmental institution for at least six months after her/his Fellowship.
- b. Obtain a written letter of intention by their employer that the new knowledge acquired during the fellowship will be integrated in the climate change activities of the government.
- c. Obtain written certification from their employer that the subject of the applied position is relevant to the needs of the organization.

Please note that you should not provide this information at this stage of application.

How to apply:

Candidates from SIDS and LDCs, 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. This Programme is not intended for students, nor to provide support for an advanced degree, such as fieldwork for a PhD degree
2. We will confirm receipt of your application. However, only candidates who have been confirmed for an interview will receive notice of the outcome of the selection process.



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3. The monthly stipend including allowances is EUR 4500
4. The UNFCCC Secretariat will organise the return trip to Bonn