



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
Means of Implementation Division,  
Climate Finance Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
8 August 2021 23:59 hrs CET	VA 21/040/Mol	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 09 July 2021, Post number: 31037442, Funding: SB-014958/M1-32FRA-000001

**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 in the Means of Implementation division, and more specifically in the Climate Finance subdivision, which supports climate finance work to enable enhanced implementation of the Convention and the Paris Agreement, which will be the priority for the biennium.

The **Policy and Analysis unit** enables enhanced implementation of climate finance related mandates through coordination of work within and outside of secretariat processes through the support of the climate finance architecture, and by cross cutting activities with other units in the subdivision. The unit furthermore enables enhanced implementation of climate finance related mandates through coordination of work within and outside of secretariat processes.

### **What will you be doing**

Reporting to the Team Lead, Policy and Analysis unit, you will provide critical assistance and support to implementation work, enabling the enhanced impact of the Convention and the Paris Agreement to Parties with a view to mobilizing and scaling up support for implementing the Convention, the Kyoto Protocol and the Paris Agreement.

### **Your responsibilities**

- 1. Supporting the intergovernmental process on matters related to the financial mechanism of the Convention and Paris Agreement, you will:**
  - a. Provide substantive and technical support on adaptation finance under the Kyoto Protocol, as well as the Conference of the Parties serving the Paris Agreement by undertaking analysis, preparing briefing notes and strategies, drafting decisions text, briefing management, organizing sessions, as well as providing timely inputs and support to the group meetings, information consultations, side-events, and activities undertaken by the co-chairs;
  - b. Monitor the actions of operating entities and other multilateral climate funds to promote the participation of private sector actors in projects in developing countries by collecting and analysing information on relevant policies and modalities, private sector facilities and



- programmes, financial instruments, outreach plans, etc.;
- c. Undertake analysis and provide technical and substantive inputs to enhance access to information related to operating entities and multilateral climate finance, including but not limited to the GEF and GCF modules in the Climate Finance portal;
  - d. Enhance collaboration and synergies across the different substantive areas of the secretariat related to multilateral climate finance by initiating cross-programme initiatives, identifying key areas of synergy, providing technical inputs into draft decision texts, and seeking views on the needs for enhanced multilateral climate finance in other areas with a view to providing recommendations.

**2. Participating in country and regional engagement on climate finance, you will:**

- a. Provide substantive and technical support in the mobilization of climate finance through the assessment of climate finance needs and priorities of developing countries and facilitating support to address those needs through country and regional projects and facilitating the engagement of multilateral climate funds, multilateral development banks, bilateral development institutions and private sector in the project development and implementation;
- b. Provide substantive and technical support on work of the subdivision in supporting developing countries translate the needs and priorities into actions by identifying, gathering and analyzing information on needs and providing appropriate support, as necessary;
- c. Identify and enhance synergies and collaboration with other units and divisions within the secretariat on matters relating to private climate finance and mobilization of climate finance of developing countries;
- d. Coordinate and provide inputs to the secretariat's focal point with the GCF, GEF and Adaptation Fund and supports the collaboration with internal teams and external stakeholders to explore ways and means to assist developing countries in mobilizing resources to implement climate mitigation and adaptation actions.

**3. In the area of involvement in Representation and Partnerships, you will**

- a. Draft responses to comments, statements, queries of parties; prepares executive briefs drafts and reports; brings to the attention of the Team Lead of the Policy and Analysis unit and the Chief of the subdivision issues of political sensitivity and alert senior management on potential impact to the secretariat's reputation and work;
- b. Liaise with government officials and advise them on issues and policies of mutual interest;
- c. Undertake support of special initiatives with the strategic focus on new implementation flows and actors to leverage UNFCCC's role and visibility.

**4. You will perform any job-related activity required to meet the overall goals and objectives of the Means of Implementation division, as well as those of secretariat-wide mandates.**

**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.

**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) degree in business administration, political science, international relations, international economics, law, public administration, or related field. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience:**

**Required:** A minimum of five (5) years of progressively responsible experience in political science, international relations, climate and environment, programme partnerships and development finance management or related areas.

#### **Language skills:**

**Required:** Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

### **What is the selection process?**

Evaluation of qualified candidates may include an assessment exercise which be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

### **How to apply:**



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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 monthly salary and allowances:  
US\$ 5,177 to US\$ 5,805  
(plus variable post adjustment, currently 35.9% 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.

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