



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2
Means of Implementation Division
Policy and Analysis Unit

| Deadline for application | Announcement number | Expected date for entry on duty | Duration of appointment | Duty Station |
|------------------------------|---------------------|---------------------------------|--|---------------|
| 1 June 2025 23:59 hrs CET | VA 25/019/MoI | As soon as possible | One year 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 will you be working

The Means of Implementation Division will provide critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement by supporting the climate finance architecture, international cooperation on climate technology development and transfer, and the implementation of the capacity-building arrangements and processes.

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.

Reporting to the Team Lead, Climate Finance Policy and Analysis unit, the Associate Programme Officer will provide critical assistance and support to work relating to the goal outlined in Article 2, paragraph 1(c), of the Paris Agreement and Article 9 of the Paris Agreement, as well as analytical work on climate finance topics. This will be performed through support to intergovernmental process, implementation of activities, and analytical work.

Your responsibilities

More specifically, the Associate Programme Officer's responsibilities include:

- 1. Support the intergovernmental process on matters related to Article 2, paragraph 1(c) and Article 9 of the Paris Agreement, you will:**
 - a. Provide substantive and technical support to the intergovernmental process by preparing briefing notes, scenario analysis, supporting presiding officers and Parties during the sessions of the COP, CMA and subsidiary bodies and organization of mandated events, and outcome documents;
 - b. Provide technical and process support in the organization of work and implementation of activities relating to Article 2, paragraph 1(c), and its complementarity with Article 9 of the



Paris Agreement and follow up work, including by supporting development of work plans, background notes, organizing workshops and meetings including developing options for modalities for consideration, agenda, arrangements for participation of Parties and stakeholders, meeting reports and annual report to CMA etc.;

- c. Provide in-session and intersessional technical support on matters related to the assessment of investment and finance flows from the perspective of Convention and the Paris Agreement objectives and goals in the context of the work of the Standing Committee on Finance by processing information and data, undertaking technical analysis, preparing briefing notes and strategies; as well as providing timely inputs and support to meetings, information consultations, side-events, and activities undertaken by the co-facilitators of the work under the SCF;
- d. Support the technical preparation of the synthesis of submissions provided by Parties and stakeholders.

2. Supporting preparation of technical documentation, you will:

- a. Provide technical assistance by supporting mapping of sources of information, including national regional, and global reports, submissions of Parties and stakeholders, and other relevant knowledge products;
- b. Support the preparation of the reports relating to Article 2, paragraph 1(c), of the Paris Agreement, Article 9 of the Paris Agreement as well as assessment of investment and finance flows in the context of technical reports prepared under the Standing Committee on Finance;
- c. Compile and synthesize information and data relevant to Article 2, paragraph 1(c), of the Paris Agreement, biennial communications in accordance with Article 9.5 of the Paris Agreement, information on support provided to developing countries in accordance with Article 9.7 of the Paris Agreement, and technical reports under the SCF from various sources, including national, regional and global reports, submissions by Parties and stakeholders, and other relevant sources of information;
- d. Provide technical input from research to technical notes, background papers, and the iterations of the draft technical reports; and
- e. Support the team in identifying and enhancing synergies and collaborations on related matters with other units and divisions within the secretariat.

3. In the area of outreach and engagement, you will:

- a. Support outreach activities, including development and implementation of outreach plans, stakeholder participation in workshops of the Sharm el-Sheikh dialogue, workshops on information related to Article 9 of the Paris Agreement, and meetings of the Standing Committee on Finance, information events during the meetings of the subsidiary bodies, COP and CMA session, webinars, etc.;
- b. Support the sub-division in engaging with academia, civil society actors, including youth, and private sector actors in the context of organisation of the workshops under the dialogue, and SCF technical expert meetings and webinars;
- c. Support the maintenance and updating of information on the website dedicated to the workstream on Article 2, paragraph 1(c), of the Paris Agreement and Article 9 of the Paris Agreement, as well as climate finance data portal; and
- d. Perform any other related activity required to achieve the goals and objectives of 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.

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.

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 environmental science and policy, economics, management and business administration, development studies or a related discipline. A first-level university degree in combination with two (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 relevant progressively responsible working experience on climate change and finance processes, particularly on climate finance topics, of which at least one (1) year of working experience at international level. Experience in processing large amounts of climate finance information and data on matters concerning consistency of finance with low GHG emission and climate-resilient development. Experience in supporting organisation of international and regional meetings in intergovernmental context.

Language skills

Required: Fluency in English (both oral and written).

Desirable: Knowledge of another of the working languages of the UN Secretariat.

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.



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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.

Indicative net annual salary and allowances:

US\$ 55,163

(plus variable post adjustment, currently 37.0% 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.
