



VACANCY ANNOUNCEMENT

Programme Officer, P-3
Intergovernmental Support and Collective Progress Division
Collective Progress Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
16 December 2022 23:59 hrs CEST	VA 22/074 /ISCP	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 will you be working

The post is located in the UNFCCC secretariat in Bonn in the Intergovernmental Support and Collective Progress Division and more specifically in the Collective Progress Subdivision, which is accountable for enabling and supporting overarching processes, such as the periodic review of the adequacy of the long-term global goal under the Convention and the global stocktake under the Paris Agreement, as well as for facilitating the improvement of the scientific and technical basis for these processes and supporting collaboration with the Intergovernmental Panel on Climate Change (IPCC).

What will you be doing

The incumbent is accountable for supporting research and systematic observation (RSO), including the conduct of the RSO negotiations and the Research Dialogue and Earth Information Day of the SBSTA, and implementing relevant mandates on these matters in collaboration with other organizations and programmes thereon. S/he reports to the Manager of the Collective Progress subdivision.

Your responsibilities

1. Effectively conducting the work on research and systematic observation:

- Apply the best available Earth observation and climate research and assessment from relevant international and regional organizations, research programmes and networks and the Intergovernmental Panel on Climate Change;
- Review, analyse and recommend actions on the potential strengthening of the work on research and systematic observation, referencing various considerations presented by the science and relevant international fora and the needs of various workstreams;
- Plan the Research Dialogue and Earth Information Day to regularly inform the SBSTA of developments in research activities and Earth observation, identify research and observation needs and priorities and work with the research and systematic observation communities to address these needs;
- Liaise with relevant international and regional organizations, research programmes and networks on the implementation of Conference of the Parties (COP) decisions and Subsidiary Body on Scientific and Technical Advice (SBSTA) conclusions relating to RSO, and



participation of these organizations in RSO work; coordinate input to relevant activities in the UNFCCC process and provides input to their activities and reports;

- e. Coordinate the contribution of scientific community to the work of constituted bodies and workstreams.

2. Supporting relevant negotiations on RSDO and the Research Dialogue (RD) and the Earth Information Day (EID):

- a. Coordinate logistical, travel and organizational arrangements for relevant intersessional and in-session events;
- b. Draft or coordinate the drafting of technical studies of RSO issues and policies;
- c. Support the negotiations on RSO and suggest policy proposals based on the results of these negotiations, formulating options for consideration by Paris, and identifying problems and initiating corrective actions;
- d. Monitor and analyse RSO findings and needs, identifying problems and issues to be addressed; identifies implications and proposes necessary actions;
- e. Draft briefing notes, talking points and background information for the SBSTA Chair;
- f. Ensure that Parties are furnished with relevant information to support their decision-making by providing technical guidance to intergovernmental processes on analyses of policies related to RSO, RD and EID.

3. Preparing technical documentation:

- a. Conduct research and analyses on emerging scientific issues and policy developments relevant to the concerns of the secretariat;
- b. Draft RD and EID information notes and reports, analyse and analytical studies as well as strategies;
- c. Organize, guide and monitor the work of external consultants;
- d. Prepare informational products for dissemination via the RSO web-portal, brochures, newsletters and social media;
- e. Maintain the RSO web-portal.

4. Supporting the Knowledge Management function:

- a. Enhance synergy and coordination of the work of the subdivision among the other subdivisions as well as with other divisions within the secretariat, to ensure that the work of the subdivision is informed by and of other relevant activities, and contribute to achieving the overall mandates and goals of the secretariat;
- b. Participate in environmental scanning for current knowledge and science, best practices and lessons learned through thematic focal points accountable for continual outreach and internal dissemination of the same;
- c. Serve as thematic focal point in the incumbent's area of expertise/interest with a view to coordinating responses to requests for internal peer review of technical documents, speeches and mission talking points;
- d. In partnership with the secretariat's relevant work unit, contribute to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, global best practices and lessons learned.

5. Perform any other job-related activity required to achieve the goals and objectives the subdivision, the division and/or of the secretariat.



Competencies

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.

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 others' 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 environment, economics, international affairs, social science, or law. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: At least five (5) years of directly related professional experience in the area of environment/climate change, including two (2) years in an international work environment supporting intergovernmental processes.

Language skills

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

Asset: Knowledge of another UN official language.



Other

Experience and knowledge with an intergovernmental process and the work of the United Nations on climate change issues.

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.
Indicative net annual salary and allowances:
US\$ 62,692 to US\$ 70,303 (plus variable post adjustment, currently 20.2% 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.