



VACANCY ANNOUNCEMENT

Programme Officer, P-3
Mitigation Division,
Article 6 Capacity-building Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 February 2023 23:59 hrs CET	VA 23/007//M	As soon as possible	One year and six months 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 Mitigation division and specifically in the **Markets and non-markets support, and stakeholder interaction subdivision**, which provides effective support on matters relating to intergovernmental, substantive and technical support to Article 6.2, 6.4 and 6.8, Carbon Pricing, stakeholders' interaction, regulations development, delivering mandates under Article 6.2 (including review) and capacity-building on Article 6.

What you will be doing

Reporting to the Team Lead, P-4, of the Capacity-building unit, you will support and assist the work towards building capacity and assisting parties in establishing the necessary institutional arrangements, reporting and/or other technical support towards participation in the cooperative approaches (Article 6.2), market mechanism under Article 6.4 and non-market based approaches under Article 6.8.

Your responsibilities

- Supporting strategic planning and policy advice on implementation:**
 - Provide inputs to conceptualizations of policy directives and plans of action for immediate and long-range initiatives in order to galvanize political and financial support; research the identification of emerging trends; analyse implications and make recommendations on possible approaches and initiatives;
 - Conduct analytical research related to the unit's planning to expand possibilities for new corporate business models for implementation;
 - Liaise with Cross-Cutting units to supplement and complement related capacity-building and implementation activities.
- Overseeing programme monitoring support:**
 - Participate in the drafting of concept notes and TORs, as well as supporting the monitoring and implementation of assigned programme/projects, and analyzing their implementation; review relevant documents and reports; liaise with relevant parties; identify issues to be



addressed, and track follow-up action;

- b. Support implementation of the work programme of Article 6 Capacity-building, the development and provision of guidance to developing country Parties in translating their needs and priorities into actions;
- c. Support collaboration with internal teams and external stakeholders to explore ways and means to assist developing countries in establishing the relevant requirements for participation in Article 6 instruments;
- d. Provide evidence-based inputs in the management of programmes, projects and initiatives requiring interdepartmental and/or interagency involvement and participation;
- e. Support collaboration with the Executive Office and Cross-Cutting division teams (including the Capacity-Building subdivision in the Means of Implementation division) to help consolidate, synthesise and develop options for new business models for implementation that respond more effectively to evolving needs;
- f. Provide substantive support to consultative bodies and meetings, conferences, etc. including proposing agenda topics, identifying participants, preparing documents and presentations on the topic of capacity-building.

3. Supporting knowledge management initiatives and activities:

- a. Support the organization of the workshops, events, develop training materials and tools to deliver support to countries in participating in Article 6 instruments;
- b. Support the work on development and deployment of the Article 6 capacity building work program in collaboration with the other substantive units and Regional Collaboration Centers;
- c. Support the preparation of regular reports covering progress, challenges and status of implementation to the UNFCCC sessions on capacity-development;
- d. Coordinate inputs from other division and units within the secretariat related to Article 6 capacity-building and make presentations on assigned topics/activities;
- e. Provide support to budget and funding activities (programme/project preparation and submissions, progress reports, financial statements, etc.); prepare related documents/reports pledges, work programme, programme and budget etc.;
- f. Provide periodic support in the convening and servicing of governing and subsidiary bodies on matters related to the area of work.

4. Involvement in representation and partnerships with stakeholders:

- a. Draft responses to comments, statements, queries from Parties; executive briefs, drafts and reports and bring issues of political sensitivity to the attention of the Team Lead, alerting the Manager regarding the 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 the support of special initiatives with strategic focus on new implementation flows and actors to leverage UNFCCC's role and visibility.

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

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

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, law, programme partnerships and finance development management or related areas.

Language skills:

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

Asset/s:

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.



Page 4

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\$ 64,121 to US\$ 71,906
(plus variable post adjustment, currently 27.7% 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.
