

## VACANCY ANNOUNCEMENT

### Programme Officer, P-4 Programmes Coordination Department

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
09 November 2025 23:59 hrs CET	VA 25/043/PC	As soon as possible	1 year with possibility of extension	Bonn

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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.

The Senior Director office of Programmes Coordination Department provides strategic direction and oversight in relation to the work of the Programmes department, comprised of the four Programmes divisions (Adaptation, Means of Implementation, Mitigation, and Transparency). It ensures strategic, substantive, and administrative coherence and synergy in the delivery of their work programmes, including in relation to the established intergovernmental processes and constituted bodies, as well as provide coherent support for implementing mitigation and adaptation action enabled by the provision and mobilization of means of implementation while ensuring transparency of action and support.

#### **Where you will be working**

This position is located within the office of the Senior Director (D-2), Programmes Coordination Department. Under the supervision of the Manager, Programmes Coordination (P-5) (Issue lead), the incumbent leads the team that provides strategy, content, negotiations and coordination support to the workstream under the United Arab Emirates just transition work programme (UAE JTWP).

#### **Your main responsibilities:**

1. **Leading delivery of the work mandated under the UAE JTWP under the guidance of the Issue lead:**
  - a. Organise and deliver relevant mandated events held inter-sessionally, and in-session, including the two dialogues held each year and the annual high-level ministerial round table on just transition;
  - b. Liaise with and respond to guidance from the Chairs of the Subsidiary Bodies on the preparation and delivery of the dialogues under the UAE JTWP, including on topics, agendas and modalities for the dialogues;
  - c. Review submissions provided by Parties and non-Party stakeholders under the UAE JTWP and incorporate as appropriate into the design and delivery of mandated events;
  - d. Engage with Parties and non-Party stakeholders before and during mandated events in ways that build trust and confidence in the implementation of the UAE JTWP
  - e. Lead drafting of reports on the dialogues and high-level ministerial roundtable on just transition.

2. **Supporting intergovernmental negotiations under the Subsidiary Bodies and the CMA related to just transition, in particular on agenda items for the UAE JTWP:**
  - a. Under the guidance of the Issue lead, coordinate the technical and strategic preparations for intergovernmental negotiations relevant to the UAE JTWP and lead support during the negotiations including on the preparation of draft texts;
  - b. Provide support to the Presiding Officers in their relevant engagements relevant to the UAE JTWP, including on related thematic issues in the intergovernmental negotiations given the cross-cutting nature of just transition;
  - c. Coordinate with other teams across the Secretariat in the lead up to and during intergovernmental negotiations to ensure a coherent strategy of support across thematic areas;
  - d. Prepare briefing notes, analytical papers, synthesis documents, presentations and other materials as needed.
  
3. **Providing coordination and content leadership on just transition across the Secretariat, in particular through collaboration with the four Programmes divisions**
  - a. Provide thought-leadership on just transition through engagement with other areas of the Secretariat;
  - b. Liaise with other programme areas on the intersections between just transition and other thematic issues to support a coordinated and coherent approach to project and programme delivery;
  - c. Coordinate activities of the UAE JTWP task team within the Secretariat.
  
4. **Liaising with other UN and international bodies, Parties, IGOs and NGOs on issues and activities relating to just transition:**
  - a. Build networks and relationships with external stakeholders engaged on issues relating to just transition;
  - b. Provide support to other engagements on just transition with Parties, non-Party stakeholders and partners inside and outside the UNFCCC;
  - c. Participate in conferences, workshops and seminars and make presentations as appropriate.
  
5. **Perform any other job-related activities** required to achieve the goals and objectives of the team, the division and/or the Secretariat.

#### **Competencies:**

**Applying Professional Expertise:** Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

**Communicating with impact:** Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

**Delivering results:** Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and

processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

### **Managerial Competencies:**

**Exercising Sound Judgment and Decision-Making:** Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions, and analyses the different options and alternatives before reaching a sound conclusion.

**Education:** Advanced university degree (Master's or equivalent) in law, economics, social sciences, environmental studies, natural sciences, development studies or a related discipline is required. A first level university degree (B.A. or equivalent) in combination with additional two years of qualifying experience may be accepted in lieu of an advanced university degree

**Experience:** At least seven (7) years of progressively responsible relevant working experience on climate change/environment. At least two (2) years of the total seven (7) years must include work on climate change issues in an international setting.

**Language:** Fluency in English (both oral and written) is required. Knowledge of another UN official language is desirable.

### **Specific professional knowledge and job-related skills:**

- Knowledge of climate change and experience working on climate change issues are essential.
- Familiarity with the UNFCCC intergovernmental process is essential.
- Sound analytical and strong drafting and editing skills, good planning and organisational skills, clarity of written and oral communications.
- Excellent communications and negotiating skills, ability to communicate with both technical and non-technical staff.
- Proven ability to prioritise and deliver tasks on time and to produce quality results while meeting established goals.

### **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.
3. Indicative net annual salary and allowances:  
US\$ 84,672

(plus variable post adjustment, currently 39.0% of net salary),  
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

The 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.