



TEMPORARY JOB OPENING

Programme Officer, P-3
Adaptation Division
Response Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
14 April 2024 23:59 hrs CET	24/TJO6/A	As soon as possible	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 issues of our time.

The **Adaptation division** of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation. This process includes activities relating to the least developed countries (LDC) work programme, national adaptation plans (NAPs), national adaptation programmes of action, the Nairobi work programme (NWP), the Warsaw International Mechanism for Loss and Damage and its Executive Committee (WIM Excom), the Adaptation Committee, the Local Communities and Indigenous Peoples Platform (LCIPP), adaptation communications and the adaptation registry. The Adaptation division also engages Parties and stakeholders including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders.

The Adaptation division currently coordinates the work of the Climate Resilient Food Systems (CRFS) Alliance born out of the UN Food Systems Summit (UNFSS) convened by the UN Secretary General in 2021. The alliance is aimed at accelerating action towards climate resilient, sustainable, equitable and inclusive food systems in a coherent manner, focusing on the most vulnerable countries and regions, in particular arid and semi-arid lands, small island developing States, land-locked developing countries and LDCs. The alliance also hosts the Partnership on Water Resilient Food Systems launched at COP 28.

The Adaptation division also spearheads the Resilience Frontiers initiative which seeks to identify impactful and innovative actions that sow the seeds of transformative change that is needed to achieve long-term global resilience beyond 2030. The initiative proffers eight cross-cutting pathways that point people and planet towards resilient and desirable futures for all, while inspiring a paradigm shift by showcasing its growing ecosystem of bright light innovations, companies, organizations and projects impacting these pathways. One of the pathways is on mainstreaming regenerative food production.

Where will you be working

The post is located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation Division and you will report directly to a designated Team Lead in the Adaptation division, under the guidance of the Director of the Adaptation division.



What will you be doing

Reporting to a designated Team Lead in the Adaptation division, under the guidance of the Director of the Adaptation division, you will provide critical support to on cross-cutting adaptation-related work on agriculture and food security and related themes activities related to the Climate Resilient Food Systems Alliance, the Resilience Frontiers pathway on regenerative food production, and.

Your responsibilities

Within delegated authority, you will be responsible and accountable for the following duties:

1) Supporting the agricultural and food systems related work of relevant constituted bodies including the Adaptation Committee, LCIPP FWG, LEG and WIM Excom by:

- a) Performing research and analysis on climate resilient food systems related actions in order to provide high quality, reliable information and data in support of the work of the bodies;
- b) Compiling and making available to the bodies, the latest information and science on climate resilient food systems;
- c) Advising on gaps and needs, and the support to developing countries in integrating food systems and climate resilience in relevant policy instruments including NAPs, NDCs, food systems pathways, SDG roadmaps, LDN, NBSAPs, etc.;

2) Elevating agricultural and food systems support in adaptation-related work programmes including the GGA, NAPs, Nationally Determined Contributions and NWP by:

- a) Proposing strategies on enhancing integration of food systems resilience building actions in countries' climate change plans and strategies and their subsequent implementation;
- b) Mobilizing the CRFA Alliance in supporting countries in implementing food systems resilience building actions associated with their plans and strategies;
- c) Mobilizing the CRFS Alliance in contributing towards the development of indicators and metrics for the food and water related targets of the GGA;

3) Coordinating the work of the CRFS Alliance by:

- a) Supporting the development and implementation of the CRFS Alliance workplan;
- b) Organizing and coordinating the alliance's meetings and events, including by preparing agendas, briefing materials and meeting reports and making necessary logistical arrangements;
- c) Facilitating collaboration with relevant bodies and programmes under the UNFCCC in promoting food systems resilience;
- d) Coordinating active engagement of and partnerships with relevant actors and stakeholders including countries, the UN Food Systems Coordination Hub, other alliances and coalitions, UN and other organizations, the private sector, research institutions, etc., in line with the CRFS Alliance vision and mission;
- e) Preparing briefing notes, talking points, concept notes and presentations for the Director and Senior Management for their engagement in the UN system related processes;
- f) Fundraising for the work of the work of the CRFS Alliance and related support to the WRFS partnership.

4) Supporting the work of the Partnership on Water Resilient Food Systems (WRFS) by:

- a) Facilitating the development and implementation of the WRFS workplan;
- b) Coordinating the various partners and stakeholders through regular meetings and producing the different meeting materials (including agenda, presentation materials, note for the record);



- c) Preparing briefing notes, talking points, concept notes and presentations for the Director and Senior Management for their engagement in the UN system related processes;

5) Supporting activities under the Resilience Frontiers pathway on mainstreaming regenerative food production by:

- a) Contributing towards the scoping exercise for the implementation of the pathway;
- b) Supporting the implementation of the Resilience Frontiers bright lights on mainstreaming regenerative food production;
- c) Supporting the organization of Resilience Frontiers events and activities on mainstreaming regenerative food production;

6) Performing any other job-related activities required to achieve the goals and objectives of the Adaptation Division.

Competencies

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: 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.

Your qualifications

Educational Background

Required: Advanced University degree (Master's degree or equivalent) in a topic related to climate adaptation (such as climate science, ecology, environmental studies, economics, sustainable development, international relations, or a related discipline). A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: At least five years of work experience working in agriculture and food security or related field.
At least three years must have included working with expert networks.



Language skills

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

Asset: Working knowledge of other official UN languages.

Specific professional knowledge

Required: Experience working in an international or intergovernmental organization. Experience in supporting or coordinating the development of comprehensive strategies, technical reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders.

Asset: Knowledge of a diversity of climate change issues related to food systems. Familiarity with policy formulation and interaction with various stakeholders including constituted bodies under the Convention and Paris Agreement, governments, regional and international organizations, research institutions and/or private sector. Developing and implementing monitoring and evaluation frameworks and learning strategies.

Job related skills

Required: Very strong analytical and drafting skills as well as good planning and organizing skills. Knowledge management and networking skills to effectively interact with a wide range of stakeholders on policy and technical issues.

Asset: Fostering partnerships and collaborations. Knowledge management functions such as graphic design, visual presentation of data, web design and/or webpage management in themes related to climate change adaptation.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this 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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
3. 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.
4. Indicative net monthly salary and allowances:
US\$ 5,343 to US\$ 5,992



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(plus variable post adjustment, currently 43.6% 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.