



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
Mitigation Division,  
Implementation Support Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 May 2023 23:59 hrs CET	VA 23/038/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 NDC, LT-LEDS and Sectorial Support Unit of the Implementation Support Sub-division, Mitigation division.

The NDC, LT-LEDS and Sectorial Support unit provides technical advice and support to Parties on: the preparation, communication and accounting of NDCs; the preparation and submission of LT-LEDS and support on sectoral mitigation issues. The unit ensures that developments in high-impact sectors are monitored and utilized to inform relevant workstreams, in particular through means such as the Technical Expert Meetings (TEMs) or similar processes.

### **What you will be doing**

Under the general guidance of the Team Lead (NDC, LT-LEDS and Sectorial Support Unit), you will support the unit in achieving its goals, in particular with regards to supporting the inter-governmental process in relation to mitigation, NDCs and LT-LEDS; managing data and information in support of NDCs, LT-LEDS and mitigation efforts; and facilitating enhanced engagement, cooperation and support on sectoral mitigation policies and measures, preparation and implementation of the NDCs and LTLEDS.

### **Your responsibilities**

- 1. Supporting NDCs, LT-LEDS and sectoral policies to Parties, with regard to mitigation actions, and in particular:**
  - a. Ensure supporting work related to the preparation and implementation of NDCs, LT-LEDS and sectoral mitigation policies to Parties, including the preparation and implementation of their low carbon development strategies by developing training materials and specific inputs for technical papers on the use of the guidelines for the preparation of development of low carbon development strategies;



- b. Support the execution of outputs as indicated in the biennium work programme of UNFCCC secretariat with regard to NDCs/LT-LEDS/Sectoral policies and coordinates with substantive divisions and Regional Collaboration Centers (RCCs) to plan successful delivery of critical and mandated outputs;
- c. Coordinate thematic groups across the secretariat and facilitate cooperation with other divisions and teams for joint projects across the secretariat.
- d. Organize and facilitate capacity building activities in collaboration with relevant partners, institutions and the RCCs to provide effective assistance to Parties in facilitating the development and implementation of impactful sectoral policies and mitigation measures, NDCs and LT-LEDS.

**2. Being responsible for information/knowledge hub oversight:**

- a. Ensure the effective design and maintenance of relevant databases / knowledge hubs related NDCs, LT-LEDS and mitigation efforts in close collaboration with RCCs;
- b. Ensure climate data and information contained in NDCs and LT-LEDS is managed, organized and analysed, in line with relevant decisions and IPCC guidelines;
- c. Ensure information based on submissions from Parties is appropriately processed, stored, analysed and, where appropriate, published in a timely and accurate manner, and made easily accessible for relevant analysis by the unit or other work streams of the UNFCCC;
- d. Ensure development of relevant technical inputs, knowledge products and communication materials in alignment with work programme, in particular with regards to energy transition and decarbonisation.

**3. Providing technical advice and support to intergovernmental processes:**

- a. Provide substantive advice and support to the intergovernmental negotiations on mitigation actions taken by countries by supporting consideration of agenda items under the subsidiary bodies and the COP; prepare relevant official documents, annotations, briefing the chairs of the relevant negotiating bodies;
- b. Provide technical support to climate negotiations in formulating proposals and conclusions, decisions and recommendations, including identifying problems and proposing corrective actions;
- c. Communicate with governmental and non-governmental officials, providing authoritative guidance and technical support as well as fostering cooperation;
- d. Promote international cooperation on socio-economic issues related to climate change, including through bilateral and multilateral inter-governmental processes.

**4. Perform any other job-related activity required to achieve the goals and objectives of the team,** the subdivision, the division the secretariat, including representing the secretariat in technical meetings, workshops and seminars, and making presentations where appropriate.

**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 Accountable:** Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

**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 (Masters) in development studies, economics, business administration, international relations, environmental studies, or in a related discipline. A combination of a university degree plus substantial professional experience in the field may be accepted in lieu of an advanced degree in the relevant discipline.

### **Experience:**

**Required:** At least five (5) years relevant professional working experience on climate change /environment, development cooperation, development of communication/ knowledge products, relationship management at an institutional level, analytical work and/or capacity building. Two years of relevant work experience in an international setting is an asset.

### **Language skills:**

**Required:** Fluency in English (both oral and written) is required; Knowledge of another UN official language an asset.

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

- Knowledge and experience of climate change and national decarbonisation are essential.
- Familiarity with the UNFCCC intergovernmental process is desirable.
- Sound analytical and strong drafting and editing skills, good planning and organisational skills, clarity of written and oral communications.
- Excellent negotiating skills, ability to communicate with both technical and non-technical staff;
- Proven ability to prioritize and deliver tasks on time and to produce quality results while meeting established goals;
- Excellent knowledge of substantive subjects in the context of climate change, energy and socio-economics;



### **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\$ 64,121 to US\$ 71,906  
(plus variable post adjustment, currently 38.3% 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.

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