



VACANCY ANNOUNCEMENT

Programme Assistant, G-5
Mitigation Division
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
4 October 2026 23:59 hrs CET	VA 26/042/M	As soon as possible	1 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 within the **Constituted Bodies and Data Services Subdivision** of the Mitigation Division. CBDS provides integrated support for the governance and operation of the constituted bodies and mechanisms under the Kyoto Protocol and the Paris Agreement, ensuring the delivery of coordinated secretariat services to these bodies and their supporting panels. In addition to supporting meetings and intergovernmental negotiations, the subdivision develops data procedures and provides data management and quality assurance services related to carbon markets. Through these functions, CBDS supports both the decision-making processes of constituted bodies and the broader implementation of mitigation frameworks across the UNFCCC process.

Within CBDS, the **Data Systems Unit (DSU)** delivers analytical and data-management capabilities that underpin these activities. The Unit develops, maintains and enhances data portals, information hubs, analytical tools and business systems, while providing data and analytics services related to mitigation commitments, climate action and cooperative approaches. DSU is responsible for the collection, analysis, modelling and interpretation of carbon market and business data, transforming complex information into actionable intelligence to support evidence-based decision-making by management, constituted bodies and regulatory entities. Its work spans market-based approaches to climate change mitigation and sustainable development, as well as quality management, process improvement, strategy development, policy implementation and stakeholder engagement, ensuring that data-driven insights effectively support the secretariat's operational and strategic objectives.

Key responsibilities:

Under the general guidance of the Team Lead, P-4, DSU, the incumbent will serve as a member of the team responsible for supporting the development, testing, operationalization and continuous improvement of the Article 6.4 Mechanism Information System and related interim digital solutions. The incumbent will support business process analysis, functional requirements, system documentation, data management, testing, stakeholder coordination, operational reporting and knowledge management for Article 6.4 digital workflows.



Your responsibilities

Particular activities will include:

1. Reviewing, checking and processing electronic submissions, ensuring compliance with established procedures, and liaising with focal points:

- a. Review submissions for accuracy and completeness; process electronic submissions received through web interfaces, email-based workflows, SharePoint repositories or MIS-related channels.
- b. Confirm relevance of documentation received and identify discrepancies, missing information, late submissions or exceptions requiring supervisor review.
- c. Maintain submission logs, tracking lists, approval records, reference numbers, unique identifiers and workflow status information for Article 6.4 processes.
- d. Follow up with project participants, designated national authorities, designated operational entities, focal points and internal colleagues to facilitate timely and accurate processing.
- e. Verify routine information and prepare draft responses, justifications or escalation notes for complicated cases.

2. Operating web interfaces, databases, MIS tools and repositories for operational, statistical and reporting purposes:

- a. Operate and maintain web interfaces, SharePoint repositories, workflow trackers, public tables, dashboards and related information systems used for Article 6.4 operations.
- b. Review publicly available and internal information and take action to update relevant UNFCCC web pages, repositories and support materials as instructed.
- c. Perform routine checks and quality-control procedures in relevant databases, trackers and publication records; support automated and manual tracking systems where appropriate.
- d. Liaise with ICT colleagues and relevant system focal points on system usability, workflow performance, bugs, incidents and acceptance testing of electronic workflows.
- e. Maintain information for statistical, reporting and management purposes, including status updates, issue logs, testing records and operational progress tables.

3. Providing verbal and written guidance to colleagues and external stakeholders, including support for internal procedures:

- a. Provide first-level user support and practical guidance on MIS access, focal point or entity updates, submission steps, workflow status and use of available support materials.
- b. Prepare draft correspondence, notification messages, user instructions, FAQs, meeting notes and guidance materials in clear and accessible language.
- c. Review feedback from stakeholders and colleagues, identify recurring support issues and actively seek practical improvements to meet client needs.
- d. Coordinate effective distribution of work between team colleagues by maintaining action lists, decision logs, follow-up trackers and shared documentation spaces.
- e. Contribute to the revision of internal processes and procedures, including quality management documentation, workflow instructions and knowledge-transfer materials.

4. Supporting digital workflow improvements, testing activities and operational reporting:



- a. Assist in preparing and executing business test cases for MIS releases, interim solutions and related digital workflows.
- b. Record testing results, screenshots, defects, user feedback and corrective actions in agreed tracking tools.
- c. Support simulation of routine and exceptional operational cases to verify whether forms, notifications, routing steps and publication processes function as intended.
- d. Assist with data collection, basic analysis, dashboards, reporting tables and presentation products used to monitor operational progress and support internal reporting.
- e. Identify opportunities to improve usability, records organization, content accessibility, data quality and workflow efficiency.

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

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.

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 Completed secondary education. Formal secretarial, administrative, records management, information systems or project support training is an asset.

Experience

Required: At least five (5) years of relevant work experience carrying out functions as a Programme Assistant, Team Assistant, Secretary, administrative support staff member, workflow coordinator, records management assistant, information systems support assistant or related function. The minimum years of relevant experience is reduced to three (3) years for candidates with a first-level university degree.
Experience working in an international organization or multicultural environment is desirable.
Experience supporting electronic workflows, web interfaces, databases, SharePoint repositories or Microsoft 365 collaboration tools is desirable.
Experience maintaining tracking systems, issue logs, meeting records, documentation repositories or user guidance materials is desirable.
Experience providing user support, responding to stakeholder inquiries or coordinating operational follow-up is desirable.
Experience supporting climate change, carbon market, Article 6.4 or other intergovernmental processes is an asset.

Language skills

Required: Fluency in English (both oral and written).
Asset: Working knowledge of German an asset. Knowledge of another United Nations language desirable.

Specific professional knowledge

Required: Good knowledge of Microsoft Office applications (Word, Excel, PowerPoint, Outlook, Teams and SharePoint) and other electronic collaboration tools.
Experience supporting electronic workflows, document repositories, databases or web-based information systems.
Ability to review documentation and data for completeness, consistency and procedural compliance.
Strong analytical, organizational and problem-solving skills with attention to detail.
Ability to prepare user guidance and communicate effectively with internal and external stakeholders.
Ability to plan, prioritize and manage multiple tasks while maintaining accuracy and meeting deadlines.
Ability to work independently and collaboratively within a multicultural team environment, exercising sound judgement and discretion when handling confidential information.

Job Related Skills

Excellent analytical skills with the ability to collect, organize, manage and disseminate significant amounts of information with attention to detail and accuracy.
Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks.
Actively seeks to improve the portfolio of services; offers new and different options to solve problems or meet client needs.



Ability to work effectively in a multicultural team environment and build constructive working relationships with internal and external stakeholders.

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 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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
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: Euro 53,465 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.
