



## VACANCY ANNOUNCEMENT

### Programme Officer, P-4

Adaptation division  
Review Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
4 May 2023 23:59 hrs CET	VA 23/034/A	As soon as possible	Two years 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 Adaptation division, and more specifically in the Review subdivision, which supports the provision of coherent, holistic guidance on adaptation to Parties; provides adaptation input into technical analyses and syntheses for the Global Stocktake; and facilitates engagement on adaptation to promote action towards the achievement of the objectives and goals of the Convention and the Paris Agreement.

Reporting to the Manager (P-5) of the Review subdivision, the Programme Officer leads the unit accountable for supporting the Adaptation Committee (AC) and relevant intergovernmental processes. The key responsibilities are:

- **Team Lead;**
- **Technical leadership and advice in supporting the Adaptation Committee;**
- **Representation and cooperation;**
- **Resource mobilization.**

### Your responsibilities

- 1. Leading a team of professional staff with and through whom full support is provided to ensure the smooth and efficient deliberations of the Adaptation Committee:**
  - a. Provides technical leadership to the unit with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives;
  - b. Manages the unit's human resources, drafts job descriptions and recruitment requests including interview questions and participates in panels; conducts performance appraisals of unit staff as first line supervisor, identifies training needs and counsels staff on performance issues, as well as provides career development guidance;
  - c. Fosters teamwork among staff in the unit and other units in the division and wider secretariat.
- 2. Managing the Adaptation Committee secretariat activities, ensuring the production and processing of all technical documentation and reports, meeting and workshop organization,**



**logistics and travel support required to support effective and efficient deliberations and decision-making:**

- a. Serves as secretary to the Adaptation Committee and Lead Officer for supporting its meetings and workshops, as well as the implementation of its work programme, ensuring close working and advisory contacts with the Adaptation Committee Co-Chairs and members;
- b. Addresses a variety of adaptation-related issues from planning to implementation to support, monitoring and review, including those which concern the annual Committee report;
- c. Manages communications with the Adaptation Committee and with related constituted bodies under the Convention and the Paris Agreement, as well as with associated national, regional and international organizations, centres and networks and other stakeholders, maintaining a wide network of adaptation stakeholders;
- d. Prepares agendas, annotations and briefings for the Co-Chairs of the Committee, as well as technical support in formulating proposals and conclusions, decisions and recommendations;
- e. Oversees the organization of and logistics including travel for all Committee meetings and workshops;
- f. Provides substantive technical and procedural support to Chairs of negotiating bodies, contact groups and meetings in relation to the work of the Adaptation Committee.

**3. Representing and cooperating:**

- a. Enhances synergy and coordination of the work of the unit among the other Adaptation subdivisions, as well as with other divisions within the secretariat; contributes to achieving the overall mandates and goals of the Adaptation Committee, as well as the secretariat;
- b. Provides input to cooperative activities with regional and international organizations, institutions and networks to enhance their contribution to the work of the Adaptation Committee;
- c. Promotes outreach by participating in adaptation-relevant meetings and workshops, both internal and external to the secretariat, to strengthen cooperation with other regional and international organizations, institutions and networks, as well as with Parties;
- d. Participates in environmental scanning for current knowledge and science, best practices and lessons learned pertaining to adaptation issues and internal dissemination thereof;
- e. Contributes, in partnership with the other relevant divisions of the secretariat to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, global best practices and lessons learned.

**4. Mobilizing resources:**

- a. Enhances the secretariat's effectiveness in resource mobilization efforts by assisting the subdivision Manager and division Director in identifying potential donors or approaching Parties to request additional activities and to discuss financial resource requirements for potential or on-going projects;
- b. Provides substantive input to the secretariat's central resource mobilization subdivision in Operations Coordination

**5. Performing any other job-related activity required to achieve the goals and objectives of the subdivision, the division 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.

**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.

### **Managerial Competencies:**

**Leading and Empowering Others:** Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and gives staff autonomy in their areas of work, but remains accessible to staff at all levels; Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.

**Thinking Strategically and Building the Vision:** Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

### **Your qualifications**

#### **Educational Background:**

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**Required:** Advanced university degree (Master's degree or equivalent) in environmental sciences, economics, development studies or a related discipline is required.

#### **Experience:**

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**Required:** A minimum of 7 (seven) years of progressively responsible experience in climate change, environment, international relations or related area is required. At least two (2) years of the total 7 must include adaptation issues including planning, implementation and support.



### **Language skills:**

**Required:** Fluency in written and spoken English. Working knowledge of another UN language is an asset.

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

Specific professional knowledge: Excellent knowledge of the UNFCCC intergovernmental support process and related negotiations, including the Cancun Adaptation Framework, is essential as is knowledge of a diversity of climate change adaptation issues. 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 private sector is highly desirable.

Demonstrated skill in coordinating and/or leading the development of comprehensive strategies, technical reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders is essential. Demonstrated skill in work plan development and delegation of responsibilities in a formal or informal team environment is important. Strong oral and written communications, including networking and advocacy skills are required in order to effectively interact with a wide range of partners, including Adaptation Committee members, members of other constituted bodies, SB/COP Party representatives as well as other stakeholders on policy and technical issues.

### **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\$ 77,326 to US\$ 85,737  
(plus variable post adjustment, currently 35.4% 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.