



VACANCY ANNOUNCEMENT

Programme Management Officer, P-3
Means of Implementation division,
Climate Finance Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
7 October 2022 23:59 hrs CET	VA 22/059/Mol	As soon as possible	One year 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 in the UNFCCC secretariat located in Bonn. Reporting to the Team Lead of the Implementation Unit in the Climate Finance Sub-Division, you will be responsible and accountable for (a) providing policy advice and technical support to the Standing Committee on Finance (SCF); (b) supporting and providing substantive input to the intergovernmental process on matters related to the SCF and climate finance-related issues; and, (c) strengthening collaboration with UN agencies and international organizations. This is performed through the support of the climate finance architecture, and by cross cutting activities with other units in the sub-division. The Implementation unit enables enhanced implementation of climate finance related mandates through coordination of work within and outside of secretariat processes.

Your responsibilities

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

1. Support to the Standing Committee on Finance:

- Provides support to the organization and implementation of the work programme of the Standing Committee on Finance, including the organization of the SCF Forums;
- Provides technical support, guidance and substantive input to the meetings of the SCF, including the preparation of various written outputs such as briefing notes, meeting reports and analytical papers;
- Provides support to the co-chairs of the SCF in-session and inter-sessionally by giving guidance, preparing substantive and technical briefing notes, speaking notes, and drafting reports of the meetings;
- Identifies and analyzes issues related to the work of SCF that are of strategic interest to the secretariat and its operations, and advise accordingly;
- Enhances synergy and collaboration with other units and programmes on the implementation of the work plan of the SCF.



2. Support to the intergovernmental process on matters related to the Standing Committee on Finance and climate finance:

- Participate in the drafting of concept notes and TORs as well as supports the monitoring and implementation of assigned programme/projects; monitors and analyzes programme/project development implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and proposes corrective actions; liaises with relevant parties; identifies and tracks follow-up actions;
- Provides technical support and substantive input to the meetings of the Standing Committee on Finance (SCF) in the preparation of the reviews of the financial mechanism and functions of the SCF, complementarity and coherence with other funds by preparing background papers for the meetings of the SCF, undertaking the necessary analysis and research to conduct the reviews, preparation of technical papers, and supporting the co-facilitators;
- Provides support to the reviews of the Financial Mechanism, the development and provision of guidance to the operating entities and developing country Parties in translating their needs and priorities into actions.
- Provides substantive support to the secretariat's focal point with the GCF and GEF and supports the collaboration with internal teams and external stakeholders to explore ways and means to assist developing countries in mobilizing resources to implement climate mitigation and adaptation actions.
- Provide evidence-based inputs in the management of programmes, projects and initiatives requiring interdepartmental and/or interagency involvement and participation;
- Provides substantive support to workshops, forums and conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.; in this regard, support a renewed model of a corporate accountability framework with clear roles for partnerships and resource mobilization, including monitoring and reporting responsibilities with particular attention to in particular: the intergovernmental activities relating to Financial Mechanism of the Convention and Paris Agreement.

3. Knowledge Management

- Conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities;
- Provides support to budget and funding activities (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports pledging, work programme, programme budget etc.;
- Reports on progress, challenges and status of implementation activities and expected progress through, a comprehensive executive dashboard;
- Provides periodic support in the convening and servicing of constituted, governing and subsidiary bodies on matters related to the area of work;

4. Representation and Partnerships

- Drafts responses to comments, statements, queries of parties; prepares executive briefs drafts and reports; brings to the attention of the Team Leader of the Implementation Unit and Chief of the Sub-Division issues of political sensitivity and alerts senior management on potential impact to the secretariat's reputation and work;
- Liaises with government officials and advises them on issues and policies of mutual interest;
- Undertakes the support of special initiatives with strategic focus on new implementation flows and actors to leverage UNFCCC's role and visibility;



5. Performs any other related activity required to achieve the goals and objectives of the secretariat.

Core competencies of your role:

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 Accountable: Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability 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.

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.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) degree in political science, international relations, international economics, development studies, law, public administration, environmental affairs or related field. 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: A minimum of five (5) years of progressively responsible experience in political science, international relations, law, resource mobilization, programme partnerships and finance development management or related areas. Work experience must include directly supporting an intergovernmental expert body, expert groups of UNFCCC or other multilateral environmental agreements. Familiarity with policy formulation and interaction with expert groups and various stakeholders, including operating entities of the Financial



Mechanism, governments, international organizations, research institutions and private sector.

Language skills:

Required: Fluency in English, both oral and written. Knowledge of another UN official language is desirable.

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\$ 62,692 to US\$ 70,303
(plus variable post adjustment, currently 23.6% 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.
