



TEMPORARY JOB OPENING

Associate Programme Officer, P-2

Adaptation division
Review Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
4 January 2026 23:59 hrs CET	25/TJO10/A	As soon as possible	9 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.

The Adaptation division of the UNFCCC secretariat supports the intergovernmental process relating to adaptation. This process includes activities relating to the Adaptation Committee, the global goal on adaptation, national adaptation plans, the Nairobi work programme, the Warsaw International Mechanism for Loss and Damage and its Executive Committee, the Local Communities and Indigenous Peoples Platform, and matters relating to reporting and analysis of adaptation-related information. The Adaptation division also engages Parties and stakeholders, including national, regional, multilateral and international organizations, across public and private sectors and the civil society.

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 and holistic guidance on adaptation to Parties, as well as adaptation input relevant to the technical analyses and syntheses for the Global Stocktake. The Review subdivision also facilitates engagement and outreach 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), Review subdivision, the Associate Programme Officer is involved in the following key areas:

- **Work of the Adaptation Committee**
- **Communication and outreach activities relating to the Adaptation Committee unit**
- **Intergovernmental processes**
- **Adaptation reporting and engagement**

What will you be doing

More specifically, the Associate Programme Officer's responsibilities include but are not limited to:

1. Supporting the adaptation reporting and engagement. Your activities will include:

Supporting the synthesis and analysis of adaptation-related information contained in reporting and communications documents submitted to the UNFCCC, including for the purposes of preparing synthesis



reports mandated to the secretariat as they relate to the global stocktake and the adaptation component of the annual NDC synthesis report, as appropriate;

Maintaining the submissions space for adaptation communications;

Contributing to developing and enhancing the ability of the Review subdivision to meet the needs of major external stakeholders in order to implement the Paris Agreement.

1. Supporting the work of the Adaptation Committee (AC). Your activities will include:

- a. Compiling and analyzing information, drafting synthesis reports and technical papers, and supporting thematic work on different national, regional and local approaches on adaptation initiatives and policy options, including adaptation technologies;
- b. Supporting the communication workstream of the AC's work plan by drafting communications and outreach material, including newsletters and articles pertaining to the work of the AC;
- c. Assisting in the organization of, and servicing, expert meetings, workshops and adaptation forums;
- d. Participating in international, regional and national meetings and workshops, as appropriate.

2. Supporting the communication and outreach activities of the Adaptation Committee unit. Your activities will include:

- a. Drafting communication material and/or informational products for dissemination via the UNFCCC website and/or other publications, including those relating to the work of the Adaptation Committee;
- b. Liaising with the Communication and Engagement division in order to ensure the consistency of relevant adaptation activities with the broader policy of the organization.

3. Supporting intergovernmental processes. Your activities will include:

- a. Supporting negotiations on the AC, adaptation communications and other adaptation topics, taking notes and preparing summary reports and similar material, as appropriate;
- b. Compiling briefing notes, talking points and background information, as well as responding to requests for reports and assessments;
- c. Assisting in drafting conclusions/decisions.

4. Supporting the adaptation reporting and engagement. Your activities will include:

- a. Supporting the synthesis and analysis of adaptation-related information contained in reporting and communications documents submitted to the UNFCCC, including for the purposes of preparing synthesis reports mandated to the secretariat as they relate to the global stocktake and the adaptation component of the annual NDC synthesis report, as appropriate;
- b. Contributing to developing and enhancing the ability of the Review subdivision to meet the needs of major external stakeholders in order to implement the Paris Agreement.

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

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.

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: Advanced university degree (Master's degree or equivalent) in media management, social sciences, environmental studies, natural sciences, development studies, 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 two (2) years of relevant experience on climate change and sustainable development, with a focus on climate change adaptation and outreach or communication-related work is required. Experience in compiling, analyzing and updating information and/or content of information systems, databases or webpages is desirable.

Language skills:

Required: Fluency in English is required, including strength in both written and oral communications as demonstrated through the writing of technical and other official documents and through experience in representation and catalyzing consensus among diverse partners. Knowledge of a second official UN language is desirable.

Specific professional knowledge and skills and Job-related skills

- Knowledge of and experience with the UNFCCC intergovernmental process. Knowledge of information exchange and interaction with various stakeholders including governments, international organizations, private sector and NGOs is also an important asset.



- Knowledge of and experience in outreach on adaptation, organizing and implementing media presence, substantive support to the high-level events and representation.
- Sound analytical and strong drafting skills; good planning and organizational skills.

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. 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\$ 4,597
(plus variable post adjustment, currently 40.9% 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.