



## TEMPORARY JOB OPENING

### Associate Programme Officer, P-2

Adaptation division  
Response 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/TJO11/A	As soon as possible	6 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 Adaptation division, and more specifically in the Response subdivision, which supports developing country Parties, in particular LDCs and SIDS, in assessing impacts, risks and vulnerability and in developing, implementing, monitoring, evaluating and reporting on national adaptation plans, policies and actions.

The incumbent reports to the Team Lead (P-4), LEG/NAP unit, and is involved in the following key areas:

- **Intergovernmental processes**
- **Work of the Least Developed Countries Expert Group**
- **Monitoring and record-keeping of adaptation plans**

### What will you be doing

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

1. **Supporting intergovernmental processes on matters relating to the least developed countries:**
  - a. Prepares substantive technical analyses and documentation to support the negotiations;
  - b. Compiles, analyses and/or drafts technical studies on climate change adaptation issues;
  - c. Suggests policy proposals based on the results of these studies for inclusion in reports to the Subsidiary Bodies (SBs) and relevant working groups;
  - d. Compiles briefing notes, talking points and background information as well as responds to SB requests for reports and assessments;
  - e. Drafts conclusions/decisions and takes notes during meetings.



**2. Supporting the work of least developed country Parties on national adaptation plans:**

- a. Provides guidance to least developed country Parties on the process to formulate and implement national adaptation plans, including by supporting the work of the LDC Expert Group (LEG) and its working groups;
- b. Prepares outreach materials, and organize training and briefings of national focal points and other stakeholders, as necessary;
- c. Organizes and/or makes presentations of a general technical nature at training workshops and/or in-country events to engage relevant stakeholders;
- d. Attends interagency meetings and other gatherings to exchange information;
- e. Establishes and maintains a wide range of contacts, including stakeholders involved in training and in-country activities.

**3. Supporting the monitoring and record-keeping of adaptation plans and communications:**

- a. Maintains existing database and develop requirements for the design, testing and operation of NAP Central web system;
- b. Coordinates with the Information Communication and Technology (ITC) subdivision to identify and develop functionality requirements;
- c. Liaises with national focal points to facilitate data and document submissions on NAPs;
- d. Conducts data analysis and oversee the operation of interactive data systems linking to national and local government reporting systems; and
- e. Under the guidance of the Team Lead, conducts regional, country and/or sectoral research and analyses on climate change adaptation issues and policy developments relevant to the concerns of the secretariat; and
- f. Compiles and synthesizes any relevant information communicated by Parties in the context of assessing progress relating to NAP formulation and implementation, support provided and received, possible needs and gaps as well as information relevant to means of implementation, including for consideration at meetings of LEG.

**4. Performs any other job-related activity** required to achieve the goals and objectives of the division and/or 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 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.

**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

### **Your qualifications**

#### **Educational Background:**

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**Required:** Advanced university degree (Master's degree or equivalent) in social, environmental or natural sciences or 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:**

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**Required:** At least two years' experience in a progressively responsible role in environmental or development-related matters.

#### **Language skills:**

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**Required:** Fluency in English, written and spoken. Working knowledge of another United Nations 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. 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:



Page 4

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.

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