



## TEMPORARY JOB OPENING

**Programme Officer, P-3**  
**Intergovernmental Support and Collective Progress Division**  
Collective Progress Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
16 December 2022 23:59 hrs CEST	22/TJO30/ISCP	As soon as possible	12 months	Bonn, Germany

Publication date: 17 November 2022 Post number: 30524388 Funding: 40FCA

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 will you be working**

The post is located in the UNFCCC secretariat in Bonn in the Intergovernmental Support and Collective Progress Division and more specifically in the Collective Progress Subdivision, which is accountable for enabling and supporting overarching processes, such as the periodic review of the adequacy of the long-term global goal under the Convention and the global stocktake under the Paris Agreement, as well as for facilitating the improvement of the scientific and technical basis for these processes and supporting collaboration with the Intergovernmental Panel on Climate Change (IPCC).

### **What will you be doing**

Reporting to the Manager of the Collective Progress Subdivision, you will support the global stocktake under the Paris Agreement and the periodic review of the adequacy of the long-term global goal and progress towards achieving it under the Convention by providing substantive and technical input and advice and support to the negotiation process.

### **Your responsibilities**

#### **1. Providing substantive and technical input and advice on the global stocktake and the periodic review, you will:**

- a. Conduct research and analyses pertaining to the global stocktake and the periodic review and prepare relevant background documentation and briefing notes;
- b. Support the organization of meetings of the Technical Dialogue (TD) under the global stocktake and of the Structured Expert Dialogue (SED) under the periodic review, including by:
  - a. Planning and coordinating in-session round tables, workshops or other activities, including their logistical, travel and organizational arrangements;
  - b. Preparing substantive inputs;
  - c. Engaging with and coordinating stakeholders, including representatives from Parties, the IPCC, UN and other international and regional organizations, the research community and other non-Party stakeholders;
  - d. Drafting various written outputs, e.g. summary and synthesis reports, analysis and presentations on key results and conclusions;



- c. Support the manager in conducting strategic discussions with the Co-facilitators of the TD and the SED and ensure preparation of the necessary documentation;
- d. Coordinate and collaborate with relevant divisions of the secretariat in support of the global stocktake and the periodic review, ensuring close collaboration and coherence;
- e. Coordinate the inputs and contributions of relevant constituted bodies and expert groups to the TD and the SED;
- f. Maintain and enhance a portal of inputs to the global stocktake;
- g. Prepare informational products to enhance outreach on the global stocktake and the periodic review;
- h. Engage in external events and activities pertaining to the global stocktake and the periodic review, including representing the secretariat, and prepare background materials, presentations and summaries.

## **2. Supporting relevant negotiations on the global stocktake and the periodic review:**

- a. Draft briefing notes, talking points and speaking notes for the Chairs of the Subsidiary Bodies, the Co-facilitators of the TD and the SED as well as the Co-facilitators of the negotiation items;
- b. Ensure that Parties are furnished with relevant information to support negotiations and their decision-making on issues related to the global stocktake and the periodic review;
- c. Monitor data and information pertaining to the global stocktake and the periodic review in official documents and working groups, synthesizing the information and preparing analytical reports;
- d. Assist in the preparation of conclusion and decision texts.

**3. Perform any other job-related activity required** to achieve the goals and objectives of the Subdivision, the Division and/or the secretariat.

## **Competencies**

**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.

**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 others' 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**

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**Required:** Advanced university degree (Master's degree or equivalent) in environment, economics, international affairs, social science, or law or related area. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience**

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**Required:** A minimum of five years of progressively responsible, professional experience in the area of environment/climate change, including two (2) years in an international work environment supporting intergovernmental processes.

#### **Language skills**

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**Required:** Fluency in English (both oral and written).

**Asset:** Knowledge of another UN official language.

#### **Other**

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Experience and knowledge with an intergovernmental process and the work of the United Nations on climate change 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.  
Indicative net monthly salary and allowances:



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US\$ 5,224 to US\$ 5,858 (plus variable post adjustment, currently 20.2% of net salary), 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.