



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/TJO9/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.

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, adaptation communications and the adaptation registry. The Adaptation division also engages Parties and stakeholders, including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders.

Where you will be working

The post is located in the Adaptation division, specifically under the Review subdivision, which supports the provision of coherent and holistic guidance on adaptation to Parties, including by way of supporting the Adaptation Committee; providing support to the implementation of the UAE Framework for Global Climate Resilience (the GGA Framework) and the work related to it; providing adaptation input relevant to the technical analyses and syntheses for the GST and transparency arrangements on adaptation; and facilitating engagement and outreach on adaptation to promote action towards the achievement of the objectives and goals of the Convention and the Paris Agreement.

What will you be doing

The incumbent reports directly to the Team Lead of the GGA unit under the guidance of the manager of the Review subdivision and is accountable for supporting the implementation of the provisions related to the UAE Framework for Global Climate Resilience, and the indicators for measuring progress achieved towards the framework targets and supporting related intergovernmental processes and providing relevant input to the Executive Secretary's outreach missions and meetings in this regard.

Your responsibilities

1. Implementation of the UAE Framework for Global Climate Resilience (The UAE Framework) and the Belém Adaptation indicators:

- a. Supports the processing of submissions by Parties and prepares compilations and syntheses of submissions;



- b. Provides substantive and technical support to workshops and intersessional events under the work programme;
- c. ;
- d. Drafts reports of the workshops and any other technical papers and supporting documents and presentations, including for the use of presiding officers.

2. Intergovernmental process:

- a. Supports negotiations related to the GGA, takes notes and prepare summary reports and other deliverables, as appropriate;
- b. Prepares first drafts of substantive technical analyses and documentation to support the negotiations;
- c. Compiles briefing notes, talking points and background information, and responds to requests for reports and assessments;
- d. Assisting in drafting conclusions/decisions.

3. Input to the Executive Secretary's outreach missions, meetings and media activities on matters related to the UAE Framework and generally on the Global Goal on Adaptation (GGA) and relevant adaptation matters at large.

- a. Provides substantive input on the preparation of meetings of the Executive Secretary and visits to international organisations related to relevant adaptation matters, and contributes to the drafting of briefing notes, presentations and/or speaking notes;
- b. Responds to a variety of inquiries and information requests internally and externally.

4. Cross-cutting work and engagement on matters relating to the Global Goal on Adaptation:

- a. Liaises with and provides input, where relevant, to deliverables that cut across the work of the Adaptation division, including related work of other adaptation workstreams and constituted bodies;
- b. Supports the interface with external stakeholders and the mobilization of intellectual activity around the topic among relevant entities;

5. Performing any other job-related activity required to achieve the goals and objectives of the GGA project and related work of the Adaptation division, the Review subdivision and 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.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in business administration, social sciences, international relations, 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 professional experience on climate change and sustainable development, with a focus on climate change adaptation and outreach work.

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

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- 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.
 - Experience in compiling, analyzing and updating information, drafting documents and/or content of webpages.

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.