



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2
Means of Implementation Division
Director's Office Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 April 2025 23:59 hrs CET	VA 25/014/MoI	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 11 April 2025, Post number: 31033858 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, Germany, in the Means of Implementation division (MOI), which provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement by supporting the climate finance architecture, international cooperation on climate technology development and transfer, and the implementation of the capacity-building arrangements and processes.

Reporting to the Director, Means of Implementation (D-1), the incumbent is responsible for assisting with the planning and coordinating of key division initiatives with internal and external partners of the UNFCCC.

Your responsibilities

More specifically, the Associate Programme Officer's responsibilities include:

1. Assisting in the planning, monitoring and reporting of MOI's programme of activities, working closely with the subdivisions:

- Contributes to the work planning, costing of activities and budgeting of the division, working closely with subdivisions and supporting the director;
- Assists in the delivery of joint division activities, through *inter alia* developing terms of reference and supporting the sourcing of experts;
- Coordinates administrative and substantive support towards logistical arrangements of selected division programme events;
- Collects follow-up information of mission outcomes;
- Coordinates the quarterly monitoring of the workplan of the division, working closely with the Organizational Development and Oversight Unit (ODO);
- Assists in the timely and quality contribution of the division to corporate performance budgeting and annual reporting.



2. Assisting in project development and partnership building for the division:

- Supports the director and division in resource mobilization and partnerships building efforts;
- Coordinates the monitoring of donor agreements, promoting the efficient use of resources across the division;
- Monitors reporting timelines to donors and prepares elements of reporting to donors in line with agreements and donor requirements ensuring accuracy and timeliness of information and reporting;
- Supports engagement with key UNFCCC/MoI partners and/or service providers in close coordination with the subdivisions;

3. Assisting with the coordination between MOI and other divisions or units of the secretariat, as well as between MOI and partners or service providers:

- Supports the liaison and coordination of the division with the Organizational Development and Oversight Unit (ODO) in relation to work planning, budgeting, reporting and audits;
- Supports the liaison with the Executive Office in relation to the administrative and substantive requests for inputs and information;
- Supports the liaison and coordination of the division with the Financial Resources and Management Unit (FRMU) on budget matters in close coordination with the Programme Administrative Team;
- Coordinates and promotes the use of the SharePoint platform/s and other tools of relevance to record management with a focus on planning, budgeting, programme management and delivery as well as monitoring and reporting;
- Assists the division in the development and effective use of short and long term contractual agreements with service providers, contractors and consultants including working with other UN organisations as applicable;
- Assists the director in monitoring staff contracts and contributes as applicable to the recruitment of staff for the division, taking due account of geographical, gender balance and other relevant institutional values.

4. Performs any other job-related activity required to achieve the goals and objectives of MOI and the mandate of 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.

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.

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.

Learning continuously and knowledge sharing: Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures, and applies lessons learned to future activities; Engages colleagues or networks to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.

Your qualifications

Educational Background

Required: Advanced degree (Master Degree or equivalent) in business administration or management, economics, environmental studies, climate change, development studies, or a related discipline. First level University degree (in B.A. or equivalent) in combination of additional two years of relevant professional experience could be considered in lieu of advanced degree.

Experience

Required: At least two (2) years of relevant professional experience in programme and project management including workplanning, budgeting, project financial management, supporting operations for the delivery of activities and monitoring and reporting.

Experience in the field of climate change and sustainable development, with a focus on climate finance and technical and capacity building support to developing countries is required.

Experience in supporting the management of donor agreements is required.

Experience in engaging with various stakeholders including governments, UN and other international organizations, NGOs and/or private sector is required.

Language skills

Required: Fluency in English is required, including the 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

Experience working in developing countries in particular Least Developed Countries and/or Small Island Developing States is highly desirable.

- Sound analytical, management, planning and organizational skills.
- Experience in organizing and providing substantive support to the organization of high-level and technical events.



Page 4

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 annual salary and allowances:
US\$ 55,163
(plus variable post adjustment, currently 32.0% 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.