

VACANCY ANNOUNCEMENT

Programme Management Officer, P-4 Means of Implementation Division Technology Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
14 December 2025 23:59 hrs CET	VA 25/044/Moi	As soon as possible	1 year with possibility of extension	Bonn

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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.

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Means of Implementation (MOI) Division, 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.

Where you will be working

Within the MOI Division, the Technology Subdivision supports intergovernmental processes and negotiations on matters related to technology development and transfer and related activities to support developing countries in enhancing their actions on mitigation and adaptation. In addition, the Subdivision facilitates the effective implementation of the mandates of the Technology Mechanism, which assists developing countries to implement their climate technology-related actions towards the full implementation of the Convention and the Paris Agreement.

The Technology Subdivision consists of two units: (1) Policy and Strategy Unit and (2) Support and Implementation Unit. This position is situated in the Support and Implementation unit. Under the general guidance of the Director (D-1) of the MOI Division, and the direct supervision of the Manager (P-5) of the Technology Subdivision, the incumbent is responsible for leading the Support and Implementation Unit.

In this capacity, the Programme Management Officer ensures the effective, coherent and integrated implementation of the mandates of the Technology Mechanism in support of the enhanced cooperative action on technology development and transfer and the overall objectives of the Convention and the Paris Agreement and Article 10 of the Paris Agreement. The Programme Management Officer furthermore supports intergovernmental processes and negotiations under different bodies of the UNFCCC and the Paris Agreement on matters related to development and transfer of technologies.

Your main responsibilities:

1. Takes a leading role in supporting the intergovernmental process related to technology development and transfer:

- a. Provides strategic advice and substantive support to the intergovernmental process on issues related to the development and transfer of technologies under the governing and subsidiary bodies of the Convention and the Paris Agreement through preparing strategy papers, background documents, annotations, briefing notes for Presiding Officer and the Chairs and Co-Chairs of the technology negotiating groups under different bodies, as well as providing timely inputs and support to the contact group meetings and informal consultations;
- b. Drafts background documents, technical papers and documents for consideration by Parties, in particular on issues related to technology support and implementation to enhance action on technology development and transfer, so as to support action on mitigation and adaptation, as mandated by the governing and subsidiary bodies;
- c. Coordinates and provides substantive support to the planning and organization of in-session and intersessional workshops and expert meetings on issues related to technology development and transfer as mandated by Parties, and as requested by the Presiding Officers of relevant bodies.

2. Takes a leading role in coordination with the CTCN to ensure the coherent and effective implementation of the Technology Mechanism:

- a. Coordinates and provides substantive support to ensure the full and effective operation of the Climate Technology Centre and Network (CTCN) by liaising with the host of the Climate Technology Centre (CTC) and the advisory board of the CTCN to facilitate information exchange on progress of work and activities of the CTC host and its Network; performs any other follow-up actions required by the secretariat to support the work and activities of the CTCN as mandated by the governing and subsidiary bodies;
- b. Provides substantive support to the Technology Executive Committee (TEC) in implementing its functions and work plans, in particular in areas of support for, and implementation of climate technologies, promoting and facilitating collaboration between the TEC and CTCN as well as between the Technology Mechanism and the Financial Mechanism and other stakeholders to strengthen support for the implementation of technology priorities identified by developing countries;
- c. Coordinates preparatory work and support (planning, organization and substantive services) for conducting periodic independent reviews of the effective implementation of the CTCN, including by preparing recommendations for enhancing the performance of the CTCN for consideration by the governing bodies of the Convention and the Paris Agreement.

3. Enhances collaboration and engagement with stakeholders:

- a. Liaises with partners, interested groups, and with management in the secretariat in the planning and implementation of activities related to development and transfer of technologies; fosters collaboration and partnership with relevant constituted bodies and processes within and outside the Convention and the Paris Agreement, and other relevant entities on their relevant work and activities; contributes to cross division collaboration on other work, including the preparation of synthesis reports, related to long-term low-emission development strategies, nationally determined contributions, biennial transparency reports, national adaptation plans, and technology needs assessments and technology action plans ;
- b. Leads resource mobilization and partnership development efforts for the work undertaken by the Unit in coordination with the Subdivision, Division and the overall resource mobilization and partnership efforts by the secretariat;
- c. Leads the preparation of synthesis reports regarding information on technology development

and transfer related matters submitted by Parties, such as reports on technology needs assessments by developing country Parties, national communications and biennial reports of Parties included in the Annex I to the Convention.

4. Coordinates data and knowledge management on climate technologies:

- a. Leads the management, operation and further development of technology transfer clearing house TT: CLEAR;
- b. Increases the scope and quality of data and knowledge on climate technologies available on TT: CLEAR and/or secretariat-wide information/data platforms, and leads the positioning of the secretariat as a global custodian and authoritative source of information in this regard.
- c. Ensure effective coordination and coherence with other Divisions on matters related to data and knowledge on climate technologies, including on matters related to adaptation, mitigation, and artificial intelligence.

5. Provides technical leadership for the Support and Implementation Unit:

- a. Provides technical leadership with accountability for work plan development, delegation of responsibilities, coordination and monitoring, so as to ensure the attainment of the unit's work plan, goals and objectives;
- b. Manages the unit's human resources component with accountability for proposing specific work activities, conducting performance appraisals and fostering teamwork.

6. Performs any other job-related activity required to achieve the goals and objectives of the unit, the Technology Subdivision, the MOI Division, and the secretariat: This includes representing the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Accountable: Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances,

are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Managerial Competencies:

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

Your qualifications

Educational Background:

Required: Advanced university degree in environmental science, economics, engineering, development studies or a related discipline. A first-level university degree and in combination of relevant academic qualifications and extensive experience including team leadership with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least seven (7) years of progressively responsible professional experience in the field of climate technologies, including project management and/or intergovernmental processes, and including five (5) years of leading international teams of professionals and/or the development of technical documents for intergovernmental processes. Demonstrated sound drafting and analytical skills on technology and policy related matters.

Language skills:

Required: Excellent command of written and spoken English. Working knowledge of another UN language is an asset.

Specific professional knowledge and skills:

Professional experience at the international level in climate technology development and transfer and related fields.

Familiarity with policy formulation and/or programme implementation with various stakeholders including governments, intergovernmental organizations, financial institutions, research institutions and/or the private sector is desirable.

Experience in analyzing and preparing policy and/or strategy papers to promote cooperative action among stakeholders on technology development and transfer and related matters is an important asset.

Knowledge of climate change issues and experience in intergovernmental negotiations is highly 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. 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.
3. Indicative net annual salary and allowances:
US\$ 84,672
(plus variable post adjustment, currently 39.0% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

The 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.