



VACANCY ANNOUNCEMENT

Team Lead, P-4
Means of Implementation Division
Director's Office (M&C)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 September 2026 23:59 hrs CET	VA 26/040/Mol	As soon as possible	2 years 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 United Nations Framework Convention on Climate Change (UNFCCC) secretariat in Bonn, Germany. Reporting to the Director of the Means of Implementation (MOI) division (D-1), the incumbent is responsible for coordinating efforts related to strategic planning and programme delivery, results based management, and outreach and partnerships, supporting the division's work towards enhancing implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

The Means of Implementation division 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 capacity-building arrangements and processes. The division supports the work of the Standing Committee on Finance and the Technology Executive Committee and facilitates knowledge sharing on capacity-building needs and actions through the Paris Committee on Capacity Building.

Your responsibilities

1. Coordinates divisional results-based planning, budgeting and programming:

- Coordinates the integrated annual work planning and budgeting of the division, working with subdivisions and supporting the director in determining priorities and allocating resources for the completion of outputs and their timely delivery, ensuring outputs meet the required quality standards in support of relevant UNFCCC mandates;
- Provides guidance and quality assurance for results-based multiyear and annual costed planning, budgeting, monitoring of performance parameters and critical indicators, and reporting on performance;
- Coordinates monitoring, evaluation and learning cross-subdivisional efforts;
- Coordinates engagement with key UNFCCC/Mol partners and/or service providers of common interest in close coordination with the subdivisions;
- Leads the development of short and long term contractual agreements with service providers, contractors and consultants of benefit for the division;
- Monitors and contributes as applicable to recruitment of staff for the division, taking due account of geographical, gender balance and other relevant institutional values.

2. Informs strategic planning and ensures programme delivery:



- a. In close coordination with the subdivisions, identifies common emerging issues and trends in the field of climate finance, capacity building and technology development and transfer and their linkages;
- b. Analyses implications of developments in the field and makes recommendations for the work of the division;
- c. Supports the development and operationalisation of the vision of the UNFCCC through the focus areas of the division, addressing the needs of Parties in line with the UNFCCC and the division mandate(s);
- d. Plans, oversees and monitors implementation of strategies to ensure coherence and coordination in the implementation of UNFCCC Mol activities;
- e. Supports the division in developing and delivering goals and priorities, including strong cross-divisional teamwork;
- f. Develops, coordinates and manages programmes, projects and initiatives requiring an integrated approach to means of implementation, ensuring policy, processes, and support to developing countries through projects;
- g. Plans and implements activities requiring cross-subdivisions involvement, including the development of tools, resources and services;
- h. Provides substantive inputs in the preparation of division-wide papers and inputs;

3. Develops partnerships and contributes to outreach efforts of the division:

- a. Supports the director in managing strategic relationships with key constituencies, including within the UN system, in support of means of implementation initiatives and activities, in coordination with other divisions and under guidance of the programmes coordination department;
- b. Formulates resource mobilization and partnerships approaches through new strategies;
- c. Plans and coordinates engagement with partners, including regular engagement on priorities for new and enhanced cooperation, further development of tools for donor profiling, visibility and outreach, as well as the negotiation of agreements, other funding/contribution agreements, memoranda of understanding and other partnership agreements;
- d. Liaises with donor counterparts at the technical level to support fundraising efforts, develop concept notes and project proposals and coordinate reporting in order to meet donor requirements and ensure accuracy and integrity of documentation;
- e. Represents the secretariat at round tables, seminars and conferences to promote the means of implementation; undertakes speaking engagements and makes presentations to external groups on the division's activities;
- f. Develops and maintains relations with government officials on issues and policies of mutual interest pertaining to means of implementation at large;
- g. Coordinates efforts pertaining to the engagement, outreach and communication efforts of the division in coordination with the subdivisions, the development of a communication strategy and plan and its effective roll out;
- h. Works closely with the cross-cutting Communications and Engagement division to catalyze action and support in enhancing knowledge and understanding of means of implementation;
- i. Supports special initiatives of divisional focus to leverage UNFCCC's role and visibility.

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 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 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.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Managerial Competencies:

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions, and analyses the different options and alternatives before reaching a sound conclusion.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in environmental or climate science, engineering, economics, international relations, political or social science or a related discipline is required. A first-level university degree (Bachelor's degree or equivalent) in combination with an 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 international development and climate change issues including working on the implementation of UNFCCC or other Multilateral Environmental Agreements and/or intergovernmental processes. A minimum of five (5) years must include experience in designing and managing programmes, projects or activities in the field of climate finance, capacity building and/or technology development and transfer in relation to climate change, preferably working on at least 2 of the areas of work. A minimum of three (3) years working in developing countries on one or several of the areas of work is highly desirable. A proven track record in developing partnerships and raising funds is required. Experience in managing teams is a requirement. Experience with ERP, preferably with Umoja or similar UN used system is required.

Language skills:

Required: Fluency in English (both oral and written) is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official



documents and experience in representation and catalyzing consensus among diverse partners. Working knowledge of other UN language(s) 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\$ 86,027

(plus variable post adjustment, currently 36.5% 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.