



VACANCY ANNOUNCEMENT

Programme Officer, P-4 Executive Division,

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
10 August 2025 23:59 hrs CET	VA 25/033/E	As soon as possible	one year 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

The Executive division will ensure that the work of the secretariat is guided by Article 2 of the Convention and of the Paris Agreement and by the values and principles of the United Nations. The Executive division will provide strategic guidance to the work of the secretariat, ensuring the overall coherence and responsiveness of the organization's work in relation to its mandates.

The post is located in the UNFCCC secretariat in Bonn, Germany, in the Office of the Deputy Executive Secretary (ODES).

Your responsibilities

Under the overall supervision of the Deputy Executive Secretary (DES), is responsible for the following duties:

A. Risk management

- Contributes to the development of tools to identify risks, create action plans for risk mitigation, and develop crisis management protocols.
- Maps existing workflows and identify inefficiencies or bottlenecks; propose and implement process improvements or standardization efforts.
- Oversees monitoring of key risk indicators and reports to leadership on evolving or emerging threats that may affect strategic objectives.

B. Audits

- Acts as ODES focal point to United Nations Office of Internal Oversight Services (OIOS).
- Lead on the coordination and interfacing with the Board of Auditors and their audits (BOA).
- Acts as ODES focal point for the coordination and interfacing of relevant follow-up actions.

C. Results-based resourcing

- Lead on the development of results-based resourcing frameworks to link resource allocation to measurable outcomes.
- Advise ODES in budget matters, including budget and project reviews.



- Advise ODES in strategic analysis, priority-setting, and strategic alignment of resources.
- Contributes to the development of criteria for prioritizing resources and integrating strategic priorities into annual or projects-based budgets.
- Contributes to strategic inputs to fundraising and resource mobilization efforts.

D. Results reporting

- Lead, on behalf of ODES, on preparing and/or coordinating relevant mandated SBI reports
- Develop communications on strategic achievements externally by developing stakeholder-friendly materials e.g., newsletters, fact sheets

E. Interfacing with the Office of the Deputy Executive Secretary (OES), Organisation Coordination (OC) and Programme Coordination (PC)

- Prepares reports, presentations, and briefings for leadership, donors, or the public.
- Fielding requests for information for missions, briefing notes, coordination mechanisms

F. Perform other job-related duties

- Perform other duties required to achieve the goals and objectives of the team, ODES or the 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 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.

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.

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.



Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in business or public administration, social sciences, international relations, or related field.
A first-level university degree (B.A. or equivalent) in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of seven (7) years of relevant experience in intergovernmental administration, project management, finance, budget or forecasting analysis.

Language skills:

Required: Proficiency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

Specific professional knowledge and skills:

Excellent interpersonal and analytical skills, flexibility and organizational skills with strong capacity in multitasking, in particular in high-pressure situations.

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 40.3% 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.