



TEMPORARY JOB OPENING

Associate Programme Officer, P-2
Adaptation Division
Vulnerability Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
4 October 2026 23:59 hrs CET	26/TJO13/A	As soon as possible	9 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.

Where will you be working

The Adaptation division helps Parties enhance their adaptive capacity, build resilience, and decrease vulnerability to climate change. It offers comprehensive technical guidance and advice to countries on all aspects of adaptation and resilience, especially in assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerabilities; and improving implementation and monitoring progress.

This position is located within the Adaptation Division's Vulnerability Subdivision. The subdivision brings together Parties and non-Party stakeholders to assess and respond to climate impacts by integrating diverse knowledge systems and lived experiences. It works to identify and address climate vulnerabilities to foster intergenerational resilience; co-create inclusive and just climate actions rooted in community realities; and apply diverse forms of knowledge to inform ambition and deliver context-specific, actionable solutions.

The Vulnerability subdivision consists of two units:

1. The NWP unit supports the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP), including the Lima Adaptation Knowledge Initiative (LAKI).
2. The LCIPP unit supports the Local Communities and Indigenous Peoples Platform (LCIPP) and its Facilitative Working Group (FWG).

The post reports directly to the team lead of the LCIPP unit and has the following key responsibilities:

- **Support to the intergovernmental process**
- **Help foster strategic partnerships**
- **Support implementation of inter-sessional programmes, activities and knowledge management strategies**



Responsibilities

Specifically, the Associate Programme Officer is responsible for:

1. Support the intergovernmental process by facilitating the exchange of experiences on holistic mitigation and adaptation approaches among Parties, Indigenous Peoples and local communities

- a. Prepare and draft a variety of substantive written and analytical outputs, such as background/concept papers, analyses, briefings, policy proposals, in support of the UNFCCC process, particularly on the LCIPP.
- b. Provide substantive support to negotiations and mandated outputs/events, including preparing briefing notes, talking points and background information, responding to requests from relevant focal points and presiding officers.
- c. Provide reliable in-session support to meetings and mandated events, including supporting presiding officers and facilitators, tracking discussions, identifying and synthesizing key points and preparing in-meeting documents.
- d. Support the development of negotiated and other formal outputs, including draft conclusions, decisions, recommendations and other outcome documents.
- e. Prepare meeting reports and summaries and support follow-up, including capturing key outcomes, decisions and action points, contributing to their timely implementation.

2. Support the implementation of intersessional activities and mandated work

- a. Provide technical inputs to official documents through desk research and/or synthesis of information
- b. Undertake research and analysis on relevant workstreams, policies, knowledge and practices related to climate change adaptation, including Indigenous and local knowledge systems, and develop recommendations to inform the implementation of relevant workplans and mandates.
- c. Collect, review and synthesize relevant information contributed by Parties, Indigenous Peoples and local communities, partner organizations, and other relevant stakeholders and organizations for further review and analyses.
- d. Identify and engage relevant knowledge holders, experts, partner organizations, regional centres and networks, to contribute diverse knowledge systems to the implementation of mandated activities.

3. Support the communication, knowledge management and outreach work of the LCIPP

- a. Support the development and implementation of communication and outreach strategies and narratives that effectively communicate the work, outcomes and impact of the LCIPP to internal and external audiences.
- b. Manage, maintain and enhance the LCIPP web portal and related knowledge resources and databases, and support the development of new applications as mandated;
- c. Develop and disseminate communication, knowledge and outreach products for diverse audiences, including web content, newsletters, news stories, social media content, knowledge products and other materials that increase visibility, accessibility and uptake of LCIPP outcomes and knowledge.

4. Performs any other job-related activity required to achieve the goals and objectives of the unit, the subdivision, the division and/or 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

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.

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.

Qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) in a discipline related to climate change, sustainable development, knowledge management, environmental studies, international relations, international law, economics or related field.

A first-level university degree in combination with additional 2 years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: A minimum of two (2) years of progressively responsible experience in climate change, environment, international relations or related area is required. At least one (1) year of experience must include working in an international environment.

Language skills

Required: Fluency in written and spoken English is required. Working knowledge of another UN language is an asset.

Specific professional knowledge and skills and Job-related skills

Familiarity with the UNFCCC intergovernmental support process and related negotiations, including the Cancun Adaptation Framework, is an asset. Knowledge of a diversity of climate change issues related to indigenous peoples and local communities, vulnerable groups, and ecosystems is an asset.



Job-related skills:

Demonstrated oral and written communication skills are required. Demonstrated skill drafting technical documents is an asset. Demonstrated skills in work plan implementation and effective collaboration in a team environment is an asset.

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\$ 4,670
(plus variable post adjustment, currently 37.2% 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.