



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
Means of Implementation Division  
Climate Finance Subdivision, Policy and Analysis Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
4 August 2024 23:59 hrs CET	VA 24/052/Mol	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 issues of our time.

### **Where will you be working**

This position is in the United Nations Framework Convention on Climate Change secretariat located in Bonn. Reporting to the Team Lead of the Policy and Analysis Unit in the Climate Finance Sub-Division, the incumbent is responsible and accountable for providing critical assistance and support to implementation work and thus enable enhanced impact of the Convention and the Paris Agreement to Parties with a view to mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, This is performed through the support of the climate finance architecture, and by cross cutting activities with other units in the sub-division. The Policy and Analysis Unit enables enhanced implementation of climate finance related mandates through coordination of work within and outside of secretariat processes.

### **Your responsibilities**

Within delegated authority, the Programme Officer will be responsible and accountable for the following duties:

#### **Support the intergovernmental process on matters related to the financial mechanism of the Convention and Paris Agreement:**

- Provides substantive and technical support on adaptation finance under the Kyoto Protocol, as well as the Conference of the Parties serving the Paris Agreement by undertaking analysis, preparing briefing notes and strategies, drafting decisions text, briefing management, organizing sessions, as well as providing timely inputs and support to the group meetings, information consultations, side-events, and activities undertaken by the co-chairs;
- Monitoring the actions of operating entities and other multilateral climate funds to promote the participation of private sector actors in projects in developing countries by collecting and analysing information on relevant policies and modalities, private sector facilities and programmes, financial instruments, outreach plans, etc.



- Undertaking analysis and providing technical and substantive inputs to enhance access to information related to operating entities and multilateral climate finance, including but not limited to the GEF and GCF modules in the Climate Finance portal;
- Enhancing collaboration and synergies across the different substantive areas of the secretariat related to multilateral climate finance by initiating cross-programme initiatives, identifying key areas of synergy, providing technical inputs into draft decision texts, and seeking views on the needs for enhanced multilateral climate finance in other areas with a view to providing recommendations.

#### **Country and regional engagement on climate finance:**

- Providing substantive and technical support in the mobilization of climate finance through the assessment of climate finance needs and priorities of developing countries and facilitating support to address those needs through country and regional projects and facilitating the engagement of multilateral climate funds, multilateral development banks, bilateral development institutions and private sector in the project development and implementation;
- Providing substantive and technical support on work of the Sub-Division in supporting developing countries translate the needs and priorities into actions by identifying, gathering and analyzing information on needs and providing appropriate support, as necessary;
- Identifying and enhancing synergies and collaborations with other Units and Divisions within the secretariat on matters relating to private climate finance and mobilization of climate finance of developing countries.
- Coordinates and provides inputs to the secretariat's focal point with the GCF, GEF and Adaptation Fund and supports the collaboration with internal teams and external stakeholders to explore ways and means to assist developing countries in mobilizing resources to implement climate mitigation and adaptation actions.

#### **Representation and Partnerships**

- Drafts responses to comments, statements, queries of parties; prepares executive briefs drafts and reports; brings to the attention of the Team Leader of the Policy and Analysis Unit and the Chief of the Sub-Division issues of political sensitivity and alerts senior management on potential impact to the secretariat's reputation and work;
- Liaises with government officials and advises them on issues and policies of mutual interest;
- Undertakes the support of special initiatives with strategic focus on new implementation flows and actors to leverage UNFCCC's role and visibility;

**Performs any other related activity required to achieve the goals and objectives of 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 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.

### **Your qualifications**

#### **Educational Background**

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

#### **Experience**

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**Required:** A minimum of five (5) years of progressively responsible experience in political science, international relations, climate and environment, programme partnerships and finance development management or related areas.

#### **Language skills**

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**Required:** Fluency in English (both oral and written).

**Desirable:** Working knowledge of a second UN language desirable.

### **What is the selection process?**

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this 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 allowance:  
US\$ 64,121



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(plus variable post adjustment, currently 43.1% 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.

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