



## TEMPORARY JOB OPENING

**Associate Programme Officer, P-2**  
Operations Coordination Department,  
Resource Mobilization and Partnership Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 April 2025 23:59 hrs CET	25/TJO3/OC	As soon as possible	6 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 you will be working**

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Resource Mobilization and Partnerships (RMP) Unit. The RMP Unit leads the strategic coordination of resource mobilization and partnership activities for the secretariat. It engages both Parties and non-Party stakeholders in fostering mutually beneficial, innovative and impactful partnerships and mobilizing resources to ensure adequate, predictable and flexible funding to support the achievement of the secretariat's mandates and priorities. The Sub-division also works towards enhancing the strategic communication of the secretariat's brand, visibility and awareness of the secretariat's priority areas of work and resource requirements in coordination with other divisions.

### **What you will be doing**

Reporting directly to the Manager (P-5) of the RMP Sub-division, the incumbent will contribute to supporting the work related to ensuring a coherent secretariat-wide approach to resource mobilization and strategic partnerships through internal and external coordination and development of client-oriented tools, resources, reports and services.

### **Your responsibilities**

Particular activities include:

1. Provide support in the implementation of the Resource Mobilization and Partnership strategy for the secretariat, including outreach to Party and non-Party funders and partners, internal coordination and in-house trainings
2. Identify, engage and develop strategic relationships and trusted partnerships with new and existing donor and partners in coordination with the responsible lead and the respective UNFCCC division, seeking to align with prospective partners' corporate strategy and priorities;
3. Assist in preparing proposals, reports for donors, presentations and briefing notes, including data gathering data, for assisting in resource mobilization and partnerships efforts of the Sub-division ;



4. Support internal due diligence and risk assessment analysis;
5. Assist in organizing meetings and in relationship management with partners and funders at an institutional level;
6. Collects data and provides analytics on resource mobilization trends;
7. Perform any other job-related activity required to achieve the goals and objectives of the team, the division and/or the secretariat, including participation in technical meetings, workshops and seminars, and in preparing presentations where appropriate.

### **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 Responsive to Clients and Partners.** Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

**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.

### **Your qualifications**

#### **Educational Background:**

**Required:** Advanced university degree (Master's degree or equivalent) in Management, Business Administration, Economics, Engineering, Environmental Studies, Development Studies or related fields. 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:**

**Required:** A minimum of two (2) years of progressively responsible professional experience on issues related to planning, monitoring and reporting of portfolio / projects /operations, partnerships/resource mobilization or other related fields.

**Asset/s:** Work experience in an international setting.  
Experience in the area of climate action.  
Experience of conducting analysis related to climate action.

#### **Language skills:**

**Required:** Fluency in English (both oral and written) is required; knowledge of another UN official language is 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 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\$ 4,597  
(plus variable post adjustment, currently 32.0% 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.