



VACANCY ANNOUNCEMENT

Programme Officer, P-3
Mitigation Division
NDC Technical Support Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
2 March 2025 23:59 hrs CET	VA 25/010/M	As soon as possible	1 year and 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 Mitigation division of the UNFCCC secretariat in Bonn, Germany, and specifically within the NDC Technical Support Unit of the NDC/LT-LEDS, and Impacts Assessment Support subdivision.

The NDC Technical Support Unit advises and facilitates technical support (particularly in developing countries) on the development and submission of nationally determined contributions (NDCs) and long-term low greenhouse gas emission development strategies (LT-LEDS). Working with other UN agencies and international organizations, the unit also facilitates technical support on the implementation of mitigation actions included in NDCs and LT-LEDS. With a view to ensuring that national strategies and policy actions are well-informed and effective, the unit facilitates the exchange of information and knowledge concerning sectoral and cross-sectoral initiatives and activities.

The NDC Technical Support Unit is also the focal point for collaborative activities of the UNFCCC secretariat with the NDC Partnership. The NDC Partnership is a global coalition of countries and international institutions working together to ensure countries receive the technical and financial support they need to achieve ambitious climate and sustainable development targets as fast and effectively as possible. In particular, the NDC Partnership works with its members to:

- Create and disseminate insightful knowledge products;
- Facilitate technical assistance and capacity building; and
- Facilitate enhanced financial support for NDC implementation.

Your responsibilities

Under the general guidance of the Team Lead, NDC Technical Support Unit and in close coordination with the Head of the NDC Partnership Support unit (SU) in Bonn and other management team members depending on the tasks, the incumbent will facilitate the collaboration between the UNFCCC secretariat and the NDC Partnership Support Unit (NDCP SU) to fully implement the cooperation agreement between the two organizations. In this regard, the incumbent will act as the liaison between the UNFCCC secretariat and the NDC Partnership on programmatic and organizational matters.

1. Facilitate the implementation of the cooperation agreement between the UNFCCC secretariat and the NDCP SU:

- a. Act as the interface on programmatic matters between the UNFCCC secretariat and the NDCP



SU to ensure alignment of the objectives of the NDCP Partnership with the objectives of the Paris Agreement;

- b. Coordinate the implementation of the annual collaboration framework between the UNFCCC and the NDC Partnership, including but not limited to the following activities:
 - i. Design, implementation, and monitoring of collaboration activities;
 - ii. Coordination of joint projects in support of NDCs and LT-LEDS enhancement and implementation;
 - iii. Coordination of joint activities during sessions of the UNFCCC Subsidiary Bodies, sessions of the UNFCCC governing bodies, Climate Weeks and other global or regional events;
 - iv. Support the collaboration between the NDCP SU, the UNFCCC Regional Collaboration Centres and relevant UNFCCC secretariat Divisions;
 - c. Facilitate the exchange of information and knowledge between the UNFCCC secretariat and the NDCP SU in support of Parties;
 - d. Organize and participate in regular meetings of the UNFCCC secretariat and the NDC Partnership that support their continuous interaction;
 - e. Develop analytical progress reports and monitor the implementation of the collaboration framework that support the interaction between the UNFCCC secretariat and the NDC Partnership.
- 2. Support the coordination of the UNFCCC secretariat role as a strategic member of the NDC Partnership:**
- a. Ensure the coordinated response from the UNFCCC secretariat to the requests of support received by the NDC Partnership;
 - b. Coordinate and provide input of the UNFCCC secretariat to the annual workplan of the NDC Partnership and related monitoring and reporting as well as reporting responsibilities;
 - c. Provide administrative and substantive support to the UNFCCC secretariat staff who represent the UNFCCC in the NDC Partnership Steering Committee meetings.
- 3. Oversee the administrative support necessary for the implementation of the collaboration agreement between the UNFCCC secretariat and the NDC Partnership:**
- a. Coordinate and ensure transparent communications between the UNFCCC secretariat administrative team and the NDCP SU Operations team;
 - b. Support, as requested, the UNFCCC secretariat's administrative team with the oversight of the funds allocated to the UNFCCC secretariat to support the activities of the NDC Partnership SU, including budget oversight, preparation of expenditures reports and expenditure narrative reports, as well as with recruitment process of external consultants in support of the Partnership work program;
 - c. Facilitate the coordination between the UNFCCC secretariat's administrative team and the Partnership's Operations team for the implementation of the hosting arrangements agreed in support of the NDCP SU.
- 4. Perform any other job-related activity required** to achieve the goals and objectives of the UNFCCC secretariat, including but not limited to representing the secretariat in technical meetings, workshops and seminars, and making 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 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.

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.

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.

Learning continuously and knowledge sharing: Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures and applies lessons learned to future activities; Engages colleagues or networks to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.

Your qualifications

Educational Background:

Required: Advanced university degree (Masters) in development studies, economics, business administration, international relations, environmental studies, or in a related discipline. A combination of a university degree plus two years substantial professional experience in the field may be accepted in lieu of an advanced degree in the relevant discipline.

Experience:

Required: At least five (5) years relevant professional working experience on climate change/environment, development cooperation, development of communication/knowledge products, relationship management at an institutional level, stakeholder engagement and capacity building.

Other essential requirements include: a minimum of three (3) years of relevant work experience in an international setting; familiarity with the work of the NDC Partnership,



the UNFCCC intergovernmental process as well as the NDCs and LT-LEDS processes; knowledge of, and experience with substantive subjects in the context of climate change.

Language skills:

Required: Excellent writing skills in English are required. Working knowledge of other UN language is an asset.

Other desirable qualifications (either specific knowledge or job-related experience)

- Sound analytical skills, strong drafting and editing skills, good planning and organisational skills, clarity of written and oral communications;
- Excellent communications skills, ability to communicate with both technical and non-technical staff;
- Proven ability to prioritize and deliver tasks on time and to produce quality results while meeting established goals;
- Proven experience in organizing capacity building events;
- Ability to coordinate multi-stakeholder in various regions.

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\$ 70,212 (plus variable post adjustment, currently 35.2%% 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.