



VACANCY ANNOUNCEMENT

Programme Management Officer, P-4 Means of Implementation Division Climate Finance Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
28 July 2024 23:59 hrs CET	VA 24/048/Mol	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 12 July 2024, Post number 31055290: Funding: 32FRA

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 UNFCCC secretariat located in Bonn. Reporting to the Chief (Manager) of Climate Finance Sub-Division, the Programme Management Officer is the Team Leader of the Climate Finance Sub-Division responsible and accountable for providing critical assistance and support to climate finance work to enable the implementation of the Convention, the Kyoto Protocol and the Paris Agreement to Parties by ensuring critical assistance and support on work related to loss and damage finance and adaptation finance.

What will you be doing

The role will entail providing policy advice and coordinating substantive and technical work on matters relating to loss and damage finance and adaptation finance; leading the Loss and Damage Finance and Adaptation Finance Unit; acting as the focal point for communication with the secretariat of the Fund and the new funding arrangements for responding to loss and damage, the secretariat of Adaptation Fund Board and liaising with UN agencies, MDBs, IGOs and NGOs and the public on matters relating to loss and damage finance and adaptation finance.

Your responsibilities

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

Supporting the smooth and efficient functioning of the Implementation unit:

- Provide technical leadership to the unit with accountability for work plan development, delegation of responsibilities, and coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives;
- Manage the unit's human resource component with accountability for projecting new work activity requirements in accordance with evolving mandates; provide inputs to the biennial budget process; engage in the recruitment of staff for the unit; conduct performance appraisals



of unit staff as first line supervisor and identify staff training and counselling needs as regards performance issues, as well as providing career development guidance;

- Foster teamwork among staff in the unit and other units in the department and wider secretariat.

Supporting work on matters relating to the Fund and Funding Arrangements for responding to loss and damage, as well as adaptation finance under and outside of the Convention and the Paris Agreement:

- Lead technical and analytical work by identifying sources, funds, processes and initiatives under and outside the Convention and the Paris Agreement that are assisting developing countries in responding to loss and damage from sudden or slow onset events, including economic or non-economic loss and damage, as well as finance for adaptation and resilience.
- Serve as lead officer in the intergovernmental negotiations on the report of the Fund for responding to loss and damage and its related agenda items under the COP and the CMA as well as on the report of the Adaptation Fund and its related agenda items under the CMP and CMA, including providing guidance with accountability for providing technically authoritative advice to the Climate Finance subdivision Manager and the Division Director, as well as to the COP President and co-chairs of the negotiating groups;
- Serve as liaison with the secretariats of the Fund for responding to loss and damage and Adaptation Fund, and act as lead officer in supporting the implementation of related activities in the UNFCCC side;
- Oversee the organization of meetings related to finance for responding to loss and damage, adaptation and resilience, including providing guidance on administrative and documentation support;
- Manage communication with the funding arrangements for responding to loss and damage as part of outreach work, including with the Standing Committee on Finance, Santiago Network and other bodies, the Fund, multilateral development banks and international financial institutions, multilateral climate funds, UN agencies and International Organizations, bilateral development cooperation agencies, civil society, Indigenous Peoples and the philanthropic sector.

Outreach and Partnerships:

- Attend and participate in meetings of the Fund for responding to loss and damage and the annual high-level dialogue on coordination and complementarity as required, and provide detailed technical briefings and recommendations to management on all issues related to COP and CMA guidance as it pertains to finance for responding to loss and damage;
- Represent the secretariat at the Adaptation Fund Board meetings, inter-agency meetings, seminars and conferences, and deliver presentations and expert input on technical and policy matters relating to the financial mechanism of the Convention and the Kyoto Protocol;
- Enhance synergy and collaboration on the work of the unit, with the work of the Climate Finance subdivision, and other partner agencies, as well as with other departments within the secretariat in the context of the broader objectives of the organization;
- Lead the work of the subdivision in facilitating finance to assist developing countries that are particularly vulnerable to the adverse effects of climate change in responding to economic and non-economic loss and damage associated with the adverse effects of climate change, including extreme weather events and slow onset events.



Resource mobilization

- Enhance the secretariat's effectiveness in resource mobilization efforts by assisting the Manager of the subdivision and the Division Director in identifying potential donors or approaching Parties to discuss financial resource requirements for possible financial support to on-going mandated activities of the unit;
- Provide substantive input to the secretariat's central resource mobilization unit in the Administrative Services subdivision (AS).

Perform any job-related activity required to meet the overall goals and objectives of the Means of Implementation division, as well as those of secretariat-wide mandates.

Competencies

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work of the Sub-Division, 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.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications, holds regular meetings and actively fosters communication within the team; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

Managerial Competencies:

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with the team; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions and analyses the different options and alternatives before reaching a sound conclusion.



Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) degree in, political science, international relations, international economics, 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

Required: A minimum of seven (7) years of progressively responsible experience in political science, international relations, programme partnerships, climate finance instruments and development management or related area.

Language skills

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

Desirable: Knowledge of other UN Secretariats working languages.

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.
4. Indicative net annual salary and allowance:
US\$ 77,326
(plus variable post adjustment, currently 42.4% 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.