



VACANCY ANNOUNCEMENT

Programme Officer, P-4
Mitigation Division,
Regulatory Framework Implementation Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
17 August 2025 23:59 hrs CET	VA 25/025/M	As soon as possible	one year and six 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 Mitigation division, which supports Parties in facilitating, catalysing and cooperating in the implementation of ambitious climate action in line with global efforts to limit temperature increase. Parties will be supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

This post is specifically in the Emissions Removal unit of the Regulatory Framework Implementation subdivision (RFI), which supports matters relating to the development of regulatory guidelines, standards and policies relevant to mitigation actions and the technical assessments of projects and programme of activities submissions and entity competence. RFI provides substantive and technical input and advice to the constituted and regulatory bodies and provides support to the negotiation process to the Intergovernmental and Stakeholder Interaction subdivision.

Under the supervision of the Manager, **Regulatory Framework Implementation sub-division (P-5)**, the incumbent serves as Team Lead, Article 6.4 Emissions Removal Unit, which is responsible for the implementation of the work programme of the Mitigation division as senior technical officer on methodological issues relating to GHG removal activities.

As a GHG subject-matter specialist and article 6.4 mechanism expert, the incumbent leads the team which contributes to the methodological work related to GHG removal methodological standards.

Your responsibilities

- 1. Leading the work mandated by the Supervisory Body (SBM) related to the development and the revision of the recommendations on removal activities under the article 6.4 mechanism:**
 - a. Lead the development of new GHG removal methodological standards for the consideration and approval by the SBM;



- b. Lead the improvement of the existing GHG removal methodological standards by enhancing their objectivity, usability, and accessibility, based on feedback provided from users and other stakeholders.
- 2. Providing substantive and technical support as well as guidance to the team on all issues relating to GHG removal methodological standards, facilitating the implementation of the Rules, Modalities and Procedures for the article 6.4 mechanism, decisions by the COP/CMA and SBM:**
- a. Ensure an effective assessment of the completeness of documentation submitted by stakeholders and ensuring that required procedures are followed;
 - b. Oversee the preparation of inputs on mandated methodological matters, including draft recommendations on methodology-related submissions and requests for revisions/clarifications, for consideration by the SBM or any of its support bodies;
 - c. Lead the review of proposed and approved methodologies relating to the article 6.4. mechanism and pertaining to GHG removal activities with a view to recommending options for improvement for the consideration by the SBM;
 - d. Oversee the presentation/introduction of the related agenda items in meetings of the SBM or its support bodies;
 - e. Provide inputs on related agenda items for finalization of the meeting reports of the SBM or its support bodies; provide substantive support/advice to the Chair and vice-chair of the SBM or its support bodies on removal related substantive matters.
- 3. Supporting intergovernmental negotiations under the Subsidiary Body on Scientific and Technical Advice (SBSTA), in particular on agenda items related to GHG removal:**
- a. Prepare mandated reports/documents on the basis of inputs from the Parties and/or other stakeholders for consideration by the SBSTA;
 - b. Provide inputs in preparation of agenda annotations for SBSTA sessions;
 - c. Prepare draft speaking/briefing notes of the SBSTA Chair and the Co-chair(s) of contact groups and informal consultations;
 - d. Support the Chair/Co-chair (s) in preparing draft text for conclusion/ recommendation, when requested;
 - e. Provide inputs in preparation of reports of SBSTA sessions.
- 4. Facilitating the work of other Mitigation units by collaborating on issues related to GHG removal standards and procedures:**
- a. Provide technical opinion on generic/specific issues related to assessment of GHG removal activities;
 - b. Provide inputs in development/ maintenance of removal methodology-related procedures;
 - c. Provide inputs to facilitate response to stakeholder queries related to GHG removal received under the direct communication procedures;
 - d. Provide inputs in selection of members of the relevant expert group and finalization/maintenance of the ToR for members/ experts.
- 5. Liaising with other UN and international bodies, Parties, IGOs and NGOs as well as the private sector on issues and activities relating to the GHG removal standards:**
- a. Participate in conferences, workshops and seminars and making technical presentations as appropriate;
 - b. Recommend actions to facilitate the cooperation with UN entities, Parties, IGOs, NGOs and stakeholders;



- c. Assist in maintaining working relationships amongst interested actors, as appropriate, in the area of article 6.4 GHG removal matters with the aim of enhancing the understanding of article 6.4 GHG removal issues and the building of capacity of stakeholders.

6. 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 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 Accountable: Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability within the work unit.

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.

Managerial Competencies:

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.

Thinking Strategically and Building the Vision: Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual



work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

Your qualifications

Educational Background:

Required: Advanced university degree (Masters) in engineering studies, scientific studies, economics, environmental studies, or in a related discipline. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least seven (7) years relevant professional working experience on climate change /environment. Experience in methodology development and assessment is an asset. Two years of relevant work experience in an international setting is an asset.

Language skills:

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

Specific professional knowledge and skills:

- Knowledge and demonstrable experience with doing analytical work on GHG emissions removal;
- Demonstrated skills in managing a team of professionals.
- Demonstrated skills in development and assessment of methodologies.
- Knowledge and experience of climate change are essential.
- Familiarity with the UNFCCC intergovernmental process is desirable.
- Sound analytical and strong drafting and editing skills, good planning and organizational skills, clarity of written and oral communications.
- Excellent communications and negotiating 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;

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.



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3. Indicative net annual salary and allowances:

US\$ 84,672

(plus variable post adjustment, currently 40.3% 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.