



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2

Adaptation Division
Response Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
26 January 2025 23:59 hrs CET	VA 25/003/A	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 environmental issues of our time.

Where will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation division, and more specifically in the Response subdivision, which supports developing country Parties, with a special focus on least developed countries and small island developing States, in assessing impacts, risks and vulnerability in the context of adaptation and loss and damage, and in developing, implementing, monitoring, evaluating and reporting on adaptation plans, policies and actions.

The incumbent reports to the Team Lead (P-4), Loss and Damage unit, supports the implementation of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM) including the work of its Executive Committee (ExCom) and five thematic expert groups, as well as work related to reporting provisions on loss and damage.

Your responsibilities

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

1. **Assisting in the implementation of intersessional activities:**

- Provides technical inputs to official documents through desk research and/or synthesis of information, in particular but not limited to workstreams (c) on comprehensive risk management approaches, (d) on human mobility, and (e) on action and support of the five-year rolling workplan of the UNFCCC WIM ExCom;
- Undertakes research and analyses information on relevant processes, policies and practices related to comprehensive risk management, action and support and issues related to human mobility in the context of climate risks and sustainable development, with a view to contributing to the development of relevant knowledge products;
- Compiles and synthesizes relevant information communicated/submitted by Parties, partner organizations, and relevant stakeholders and organizations for further review and analyses, in particular but not limited to activities related to workstreams referred to in (a) above;



- d. Engages relevant experts, partner organizations, and regional centres and networks in the development of targeted knowledge products and co-organization of the events to support implementation of activities, in particular but not limited to those referred to in (a) above;
 - e. Develops partnership proposals to support implementation of activities, as appropriate.
- 2. Assisting in the preparation and successful delivery of mandated meetings and intersessional events, as well as side events:**
- a. Prepares briefing notes, talking points, background information and documents prior to meetings and events (e.g. background and reference documents, information materials and presentations);
 - b. Provides reliable in-meeting support through, among others, taking detailed notes of discussions, synthesizing key points emerging from the discussions and drafting in-meeting documents;
 - c. Prepares draft reports or summaries of the meetings and carries out any related follow-up activities.
- 3. Supporting the intergovernmental process:**
- a. Prepares substantive technical analyses and documentation to support the negotiations under the guidance of the lead officer, as appropriate;
 - b. Compiles briefing notes, talking points and background information as well as responds to requests by the negotiating body focal points for reports and assessments, as appropriate;
 - c. Provides inputs to draft conclusions/decisions, and takes notes and synthesises discussion points during meetings and consultations;
 - d. Provides substantive inputs to the preparation of other mandated documents (e.g. technical and synthesis papers).
- 4. Supporting related communication and outreach work:**
- a. Supports development and implementation of communication narratives and products relevant to the work outlined above;
 - b. Maintains and improves existing databases and web portals, including, for example, relevant sections of the UNFCCC website, the WIM roster of experts, and supports the development of new ones as mandated;
 - c. Prepares relevant informational and outreach materials for internal and external audiences (e.g. newsletters, social media, innovative communications channels, UNFCCC newsroom).
- 5. Performing any other job-related activity** required to achieve the goals and objectives of the division and/or secretariat.

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.



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.

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 (Master's degree or equivalent) in a discipline related to climate change adaptation (e.g. climate science, sustainable development, environmental studies, international relations, international law, economics).

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 At least two (2) years of progressively responsible experience relevant to climate change impacts, risks and vulnerabilities, adaptation and/or disaster risk management, including drafting, synthesizing and effectively presenting written materials, or development-related matters.

Language skills

Required: Fluency in English, written and spoken. Working knowledge of another United Nations language is desirable.

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.



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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.

Indicative net annual salary and allowances:

US\$ 50,377

(plus variable post adjustment, currently 38.5% 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.