



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

Programme Officer, P-3
Mitigation division
Implementation Coordination Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
2 February 2023 23:59 hrs CET	23/TJO2/M	As soon as possible	Until 03 July 2023	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.

The Mitigation division (MD) supports Parties to facilitate, catalyze and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are 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.

Where you will be working

This position is located in the Coordination Regional Collaboration Centers unit (CRCC) of the Implementation Coordination (IC) subdivision of the Mitigation division, UNFCCC secretariat in Bonn, Germany.

CRCC establishes, manages and strengthens relationships and partnerships with external stakeholders, including key regional stakeholders and partners, to strengthen the use of the mechanisms and their integration in national climate policy. The unit is responsible for the management of the regional collaboration centres (RCCs), including RCCs overall administration, strategic and technical development, workplan development, communications, relationship management with hosting partners and stakeholder engagement.

What you will be doing

Under the general guidance of the Director of Mitigation division (D-1), and reporting to the CRCC Team Lead (P-4), you will serve as a member of the team responsible for supporting engagement and relationship with the RCCs' internal and external stakeholders and partners, monitoring and reporting of RCCs' activities, RCCs' communication and outreach activities.

Key results include:

- Supporting the development and implementation of the workplans of the RCCs;
- Facilitating the monitoring, reporting and evaluation of RCCs' activities;
- Supporting the communication and outreach activities of CRCC and RCCs;
- Supporting the administration and smooth operation of the RCCs.



Your main responsibilities

1. Supporting the development and implementation of the workplans of the RCCs:

- Map projects and initiatives implemented by other internal and external partners that may require/benefit from RCC support, including analysis of needed resources;
- Support engagement with partners and other organizations in the planning and implementation of RCCs initiatives and liaises with other teams for delivery of work through RCCs;
- Represent CRCC in committees, meetings and other consultative activities involving partners, government(s), stakeholders, civil society and other UN agencies.

2. Facilitating the monitoring, reporting and evaluation of RCCs' activities:

- Support tracking progress in the implementation of the RCC workplans, including through the RCC Information Management System (RIMS);
- Support the monitoring and evaluation (M&E) of RCC activities and performance in accordance with the RCC Monitoring and Evaluation Framework, including the preparation of the M&E report;
- Coordinate the preparation and publication of the RCC annual reports.

3. Supporting the communication and outreach activities of CRCC and RCCs:

- Support the implementation of the RCC communication strategy;
- Support the organization of workshops and other events and interactions, where appropriate in cooperation with other secretariat teams, Parties and external organizations;
- Support the preparation of RCC-related articles and information material.

4. Supporting the administration and smooth operation of the RCCs:

- Support the organization of the annual RCC Global Forum, including timely preparation and circulation of agendas, documents and minutes;
- Organize orientation, training and capacity building sessions for new RCC leads and CRCC staff members;
- Support the preparation/revision of MoU/ agreements for administrative / logistics support for RCCs supported activities and events/workshops.

5. You will perform any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.

Competencies:

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.

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.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in degree in engineering, development studies, economics, political science, international relations, environmental studies, or a related discipline. 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 (5) years of relevant work experience on issues related to project or programme management and coordination, strategic planning, experience in working with project-based systems and mechanisms, multiple external counterparts/stakeholders.

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 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 monthly salary and allowances:
US\$ 5,343 to 5,992
(plus variable post adjustment, currently 27.7% of net salary),
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>



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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.
