



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

Associate Programme Officer, P-2
Mitigation division
Regulatory Implementation Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 June 2023 23:59 hrs CET	23/TJO18/M	As soon as possible	Until 31 December 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 Regulatory Implementation Unit / UN Climate Change Global Innovation Hub (UGIH), Mitigation division, of UNFCCC secretariat in Bonn, Germany.

The [UN Climate Change Global Innovation Hub \(UGIH\)](#) is an initiative launched at COP26, originated under the regulatory framework stream of work of the Mitigation Division. It is a leading initiative that aims to accelerate climate action through transformative innovation providing infrastructure for collaboration, knowledge exchange, and partnerships to foster innovative solutions to address climate change challenges. The UGIH supports the 1.5 C Paris Agreement target with the aim of expanding the innovation space to respond to current core human needs by enabling transformative solutions. The first phase of the project is to launch a call to find out the 'core needs' of urban areas; the second phase the project is to identify potential solutions to address those needs and the third phase, is to fill the gap by creating a space where demand, financing and supply of climate solutions can meet.

The relevant goal of the UGIH connected to this consultancy work is to facilitate the use of technology (a digital collaboration platform launched at COP27) to better understand the global demand for innovative solutions- including technologies, policies, business models, financial mechanisms, etc – and then facilitate the matching of the demands with tools, services, processes, funding, etc. that can accelerate the pace of innovation in addressing climate change. This involves collecting data from governments and organizations around the world and making sense of that data to identify gaps, trends and opportunities that will support the matching and identify new value chains.



What you will be doing

Under the general guidance of the Team Lead, Regulatory Implementation unit, and in close collaboration and direction from substantive teams of UGIH in Bonn, you will serve as a member of the team responsible for work related to supporting innovation-related research, capacity building and offer technical assistance activities detailed in the [UGIH workplan](#).

Your main responsibilities

- a. Assist in preparing proposals, reports for donors, presentations and briefing notes, including data gathering data. This includes assisting in resource mobilization and partnerships for supporting the activities related to UGIH, with focus on transformative innovation and working closely with Regional Collaboration Centers (RCCs).
- b. Conduct research and analysis on innovative climate technologies, practices, and policies and providing technical expertise and advisory support on innovative approaches and best practices for climate action.
- c. Contribute to the development of innovative project proposals, reports, and publications.
- d. Assist in organizing meetings and in relationship management with donors at an institutional level, with focus on supporting the activities related to UGIH, including through RCCs and coordinating the work of the regional innovation specialists.
- e. Assist in coordinating the work of substantive areas of Division including implementation of the COP27 mandates relevant to the UGIH and preparing associated reports and collaborating (beyond data-gathering/maintenance and the project support role) with various teams and team responsible for the UGIH and the regional innovation specialists / RCCs;
- f. Assist in developing and implementing the division's cross-divisional agreements for delivery of activities and generating reports and escalating issues;
- g. Assist in identification of existing and potential partners related to areas of the division's work to promote strategic partnerships for the work-streams of the division, with focus on transformative innovation under the UGIH framework. This includes collaborating with relevant stakeholders, including governments, NGOs, academia, private sector, and other international organizations, to promote innovation and technology transfer for climate change solutions.
- h. Support the organization and coordination of well-executed workshops, events, and webinars related to climate innovation. Particularly, preparing substantive input related to strategic planning and cross-divisional collaboration activities in the context of UGIH particularly in supporting the SB58/59/60 and COP28 Dialogues.
- i. Monitor and evaluate reports on the progress and impact of innovative projects and initiatives.
- j. Perform any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division the secretariat, including participation in technical meetings, workshops and seminars, and preparing 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.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping



with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in Management, Business Administration, Economics, Engineering, Environmental Studies, Development Studies or related fields. 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 progressively responsible professional experience supporting research-related work, including collecting, researching and synthesizing data across various areas of climate change, sustainable development, innovation or related areas as well as writing summaries and notes, and preparing information packages and presentations.

Asset(s):

- Work experience in an international setting.
- Experience in the area of climate action.
- Experience of conducting analysis related to climate action.
- Experience related to research on climate change issues. Work experience at multicultural or international settings is an asset. Experience supporting UNFCCC negotiations or other side events is an asset.

Language skills:

Required: Fluency in English (both oral and written) is required. Knowledge of other UN official language is highly 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. UNFCCC staff members with a fixed term appointment may be considered for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the applicant works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. Therefore, all applications must be supported by a written agreement to the staff member's release.
3. 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 monthly salary and allowances:

US\$ 4,198 to 4,779

(plus variable post adjustment, currently 37.6% 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.