



VACANCY ANNOUNCEMENT

Programme Officer, P-3

Intergovernmental Support and Collective Progress Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
28 April 2024 23:59 hrs CET	VA 24/019/ISCP	As soon as possible	1 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 you will be working

The post is located in the UNFCCC secretariat in Bonn in the Intergovernmental Support and Collective Progress division, which is accountable for strategic and substantive support to the work of the governing and subsidiary bodies and for enabling the coherence, consistency and timeliness of the overarching processes, such as the periodic review of the adequacy of the long-term global goal under the Convention and the global stocktake under the Paris Agreement, and for ensuring that the scientific and technical basis for these processes is improved.

The incumbent is accountable for supporting research and systematic observation (RSO), including the conduct of the RSO negotiations and the Research Dialogue (RD) and Earth Information Day (EID) of the Subsidiary Body for Scientific and Technological Advice (SBSTA), and implementing relevant mandates on these matters in collaboration with other organizations and programmes thereon. S/he reports to the Director of the Division.

Your responsibilities

1. Effectively conducting the work on research and systematic observation:

- a. Apply the best available Earth observation and climate research and assessment from relevant international and regional organizations, research programmes and networks and the Intergovernmental Panel on Climate Change;
- b. Review, analyse and recommend actions on the potential strengthening of the work on RSO, referencing various considerations presented by the science and relevant international fora and the needs of the UNFCCC process following the conclusion of the first Global Stocktake;
- c. Plan the Research Dialogue and Earth Information Day to regularly inform the SBSTA of developments in research activities and Earth observation, identify research and observation needs and priorities in support of the UNFCCC process and the implementation of climate action and work with the RSO communities to address these needs;
- d. Liaise with relevant international and regional organizations, research programmes and networks on the implementation of decisions from the Conference of the Parties (COP) and the Conference of Parties serving as Meeting of Parties to the Paris Agreement (CMA) as well as



conclusions from the SBSTA, and participation of these organizations in RSO work; coordinate input to relevant activities in the UNFCCC process and provides input to their activities and reports;

- e. Coordinate the contribution of the scientific community to the work of constituted bodies and workstreams.

2. Supporting relevant negotiations on RSO, RD and EID:

- a. Coordinate logistical, travel and organizational arrangements for relevant intersessional and in-session events;
- b. Draft or coordinate the drafting of technical studies of RSO issues and policies;
- c. Support the negotiations on RSO and suggest policy proposals based on the results of these negotiations, formulating options for consideration by Parties, and identifying problems and initiating corrective actions;
- d. Monitor and analyse RSO findings and needs, identifying problems and issues to be addressed; identify implications and propose necessary actions;
- e. Draft briefing notes, talking points and background information for the SBSTA Chair;
- f. Ensure that Parties are furnished with relevant information to support their decision-making by providing technical guidance to intergovernmental processes on analyses of policies related to RSO, RD and EID.

3. Preparing technical documentation:

- a. Conduct research and analysis on emerging scientific issues and policy developments relevant to the concerns of the UNFCCC process;
- b. Draft RD and EID information notes and reports;
- c. Organize, guide and monitor the work of external consultants;
- d. Prepare informational products for dissemination via the RSO webpages, brochures, newsletters and social media;
- e. Maintain the RSO webpages.

4. Perform any other job-related activity required to achieve the goals and objectives the division and/or of the 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.

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 to understand and respond to changes they require; 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 in natural science, environment, economics, international affairs, social science, or law.

Experience:

Required: At least five (5) years of directly related professional experience in the area of environment/climate change, including two (2) years in an international work environment supporting intergovernmental processes.

Language skills:

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

Desirable: Knowledge of other UN official languages is an asset.

Other

Experience and knowledge with an intergovernmental process and the work of the United Nations on climate change issues.

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 annual salary and allowances:
US\$ 64,121 to US\$ 71,906
(plus variable post adjustment, currently 43.6% 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.