



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2 Adaptation Division Review Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
7 September 2025 23:59 hrs CET	VA 25/038/A	As soon as possible	Two years 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 Adaptation division, and more specifically in the Review subdivision, which supports the provision of coherent and holistic guidance on adaptation to Parties, as well as provides adaptation input relevant to the technical analyses and syntheses for the Global Stocktake and facilitates engagement and outreach on adaptation to promote action towards the achievement of the objectives and goals of the Convention and the Paris Agreement.

Reporting to the Team Lead (P-4) of the Adaptation Committee unit (ACU) which supports the Adaptation Committee (AC), the Associate Programme Officer is involved in the following key areas:

- **Process and technical work of the Adaptation Committee;**
- **Intergovernmental process, intersessional events and activities;**
- **Coordination and stakeholder engagement.**

Your responsibilities

More specifically, the Associate Programme Officer's responsibilities are set out below:

1. Supporting the procedural and technical work of the Adaptation Committee (AC):

- a. Prepares all process-related substantive documentation including draft agendas, annotated agendas and reports of AC meetings, as well as detailed plans and timelines for the implementation of AC deliverables in the intersessional period;
- b. Compiles, analyses and/or drafts technical documentation in support of the implementation of the AC's work plan;
- c. Liaises between members of the AC and the secretariat, as well as other divisions with regard to the AC's collaboration with other constituted bodies;
- d. Drafts informational products for dissemination via the UNFCCC website or in brochures, newsletters, etc.;



- e. Compiles and analyses data for the annual AC report, drafting user-friendly information and knowledge products;
- f. Monitors and ensures the Adaptation Committee web-portal is up-to-date.

2. Supporting the intergovernmental process:

- a. Drafts annotations, briefing- and speaking notes, as well as background documentation, and serves in as the main liaison to the COP and SB Focal Points;
- b. Provides support to co-facilitators during the negotiation sessions by taking notes and drafting negotiating texts at their direction;
- c. Supports the AC Co-Chairs and members during negotiating sessions, including coordinating their participation in meetings and events, and preparing draft interventions and presentations for their consideration.

3. Supporting AC and other inter-sessional events:

- a. Prepares supporting material, organizing events and briefings of experts or national focal points, as required;
- b. Organizes and/or makes presentations of a general technical nature at workshops or expert group meetings.

4. Supporting coordination and stakeholder engagement:

- a. Establishes and maintains a wide range of contacts and stakeholders involved in the AC work and other work on adaptation;
- b. Enhances internal synergy and coordination among other Adaptation units and subdivisions, as well as with other divisions within the secretariat towards a coherent approach to adaptation and engagement of stakeholders;
- c. Serves as Adaptation division thematic focal point in the incumbent's area of expertise/interest with a view to coordinating responses to requests for internal peer review of technical documents, speeches and mission talking points;
- d. Contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, global best practices and lessons learned.

5. Performs any other job-related activity required to achieve the goals and objectives of the unit, the subdivision, the division or 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.

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 economics, social sciences, environmental studies, natural sciences, engineering, development studies, or a related discipline. A first-level university degree in combination with additional qualifying experience of 2 years may be accepted in lieu of the advanced university degree.

Experience

Required: At least two (2) years relevant professional working experience on climate change, sustainable development, economics, or social issues, with strong drafting skills on policy and technical papers and organizational skills is required.

Language skills

Required: Fluency in English is required, including the strength in both written and oral communications

Desirable: Knowledge of a second official UN language is desirable.

Specific professional knowledge or skills

Specific professional knowledge: Knowledge and experience on climate change adaptation issues is desirable as well as familiarity with the UNFCCC intergovernmental process. Knowledge of information exchange and interaction with various stakeholders including governments, international organizations, research institutions, private sector and NGOs is an important asset.

Job-related skills: Sound analytical and strong drafting skills; good planning and organizational skills.

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.



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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\$ 55,163
(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 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.
