



VACANCY ANNOUNCEMENT

Programme Officer, P-3

Intergovernmental Support and Collective Progress Division
Intergovernmental Support Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 June 2024 23:59 hrs CET	VA 24/038/ISCP	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 24 May 2024, Post number 30503753: Funding: 40FCA

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 issues of our time.

Where will you be working

The Programme Officer post is located in the UNFCCC secretariat in Bonn, Germany, in the Intergovernmental Support and Collective Progress division, in the Intergovernmental Support subdivision, which supports governing bodies (Conference of the Parties (COP), Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), and Parties serving as the meeting of the Parties to the Paris Agreement (CMA)), subsidiary bodies (Subsidiary Body for Scientific and Technical Advice (SBSTA) and Subsidiary Body for Implementation (SBI)), the Presidencies and the Bureau, including pre-session, in-session and post-session documentation, both procedural and substantive. The subdivision also supports the high-level segment of the COP, CMP and CMA.

What will you be doing

Reporting to the Team Lead of the SBI Coordination and CMP/CMA Support Unit (P-4), the incumbent is accountable for providing specialized support to the negotiation process and other activities related to the intergovernmental process and sessional and inter-sessional meetings.

Your responsibilities

1. Support to sessions of the SBI and CMP/CMA:

- Prepares substantive, policy and procedural documents and advice in support of the sessions of the SBI, CMP and CMA, including the organizational and procedural dimensions of the negotiations and analyzing inputs from Parties. Drafts conclusions; contributes to the preparation of official documents; provides inputs to technical, strategic and analytical products developed by the secretariat staff in support of the negotiations;
- Assists supervisor as focal point in the overall strategic and substantive planning of sessions of the SB, CMP and CMAI;
- Works in coordination with the focal point of the SBSTA/COP for planning and coordinating the preparation, organization and conduct of all sessions, including strategic scheduling of



negotiations and mandated events, problem-solving and developing innovative options and tools for preparing and presenting information in a timely and creative manner;

- d. Engages effectively with the SBI chair and responds to internal and external queries related to the relevant meetings.

2. Specialized substantive support to the UNFCCC intergovernmental process:

- a. Contributes to the substantive preparations for plenary and contact group meetings of the governing and subsidiary bodies as needed, including contributing to substantive elements of the speaking notes, briefing notes for the Chair and reflecting outcomes of consultations undertaken or strategic choices made in preparation for the sessions. Gathers, selects and analyses information from different sources to ensure completeness, cohesion and accuracy of documentation prepared;
- b. Prepares substantive inputs to the development of internal strategies, scenarios and options for the governing bodies and specific issues on the agendas, supporting policy formulation and implementation processes, including through providing advice to the respective Presidency teams and participating in and providing technical inputs to inter programme task teams;
- c. Conducts thorough analyses and ongoing review of critical issues and major trends related to the evolution of the UNFCCC intergovernmental process and lessons learnt from the governing and subsidiary bodies. Provides recommendations and innovative solutions to streamline and harmonize processes.

3. Communications management:

Provides inputs and relevant advice on progress in the negotiations to allow for meaningful messages to be developed for the media and ensuring the rigour of the substantive content of the secretariat's SBI web pages, other external communications presence and relevant intranet pages;

- 4. **Performs any other job-related activity** required to meet the overall division as well as secretariat-wide mandates, goals and objectives.

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 Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

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.

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.

Managing self: Controls emotions and regulates own interpersonal style and approach to relate well to others, even in difficult work environments; Empathizes, understands others' perspectives and handles people and situations with diplomacy and tact.; Resolves conflicts constructively and takes action to prevent them; Stays productive and focused when dealing with crises and emergencies; Is resilient and flexible and operates effectively when faced with new ideas or evolving situation; Is receptive to feedback and open to adjust own behavior.

Your qualifications

Educational Background

Required: Advanced university degree in environment, economics, international affairs, social science, or law. A first-level university degree in either of the relevant area and in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: At least five (5) years of 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).

Advantage: Knowledge of other UN working languages.

Specific professional knowledge and skills and Job-related skills:

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 will be followed by a competency-based interview. The above listed set of competencies will be applied for this 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.
4. Indicative net annual salary and allowance:
US\$ 64,121
(plus variable post adjustment, currently 41.2% 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.