



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
Transparency Division  
ETF Coordination Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
25 August 2024 23:59 hrs CET	VA 24/055/T	As soon as possible	One 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 issues of our time.

### **Where will you be working**

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Enhanced Transparency Framework (ETF) Coordination unit of the Transparency division which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture and Land Use, Land-Use Change and Forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis.

The post is located in the ETF Coordination unit and reports to the Team Lead, P-4. The incumbent supports the unit in achieving its goals, the overall purpose of which is to facilitate and coordinate the work on the development and implementation of the ETF under the Paris Agreement coordinating across the Transparency sub-divisions, within the broader UNFCCC secretariat and with external stakeholders. The ETF Coordination unit coordinates transparency division work on cross-cutting matters, such as ETF communication, high-level outreach, and international negotiations.

### **Your responsibilities**

Specifically, the Programme Officer is responsible for:

- 1. Providing technical support for internal secretariat operations to support the implementation of the ETF under the Paris Agreement:**
  - a. Engages with staff, including senior staff, of all subdivisions of the Transparency division and other divisions of the secretariat to develop materials to support the operationalization of the ETF in a coordinated and cohesive manner, including through development of background syntheses and option papers, plans, standard operating procedures, best practice guides, guidance and other non-IT tools;



- b. Researches initiatives underway in other organizations and governments related to the ETF, evaluating opportunities to enhance UNFCCC processes and providing recommendations and options for consideration;
- c. Provides technical input to the development and implementation of training programmes under the Paris Agreement;
- d. Participates as a review officer to support the review processes of BTRs, GHG inventories, national communications, biennial update reports and/or REDD+, including responsibility for preparing necessary materials and monitoring expert review teams before, during and after the review week;
- e. Conducts user testing of IT tools that will support the new ETF system, including reporting tools, review tools, and internal IT tools designed to enhance efficiency of ETF management process;
- f. Liaises with developing countries to assess specific needs and challenges faced by them related to the ETF, including by undertaking survey initiatives;
- g. Organizes and coordinates internal communications activities and events, including seminars, brown-bags, intranet postings and articles related to the ETF.

**2. Supporting external engagement with national reporting experts, technical expert reviewers and other relevant stakeholders to enhance capacity for participation in the transparency arrangements under the Paris Agreement:**

- a. Provides technical input to other units in Transparency in support of their external engagement activities to support countries, particularly developing country Parties, in the participation in the ETF, including through the development of training materials and technical papers, as well as through representation of the ETF Coordination unit in meetings and workshops;
- b. Organizes and provides substantive support to meetings and workshops on activities related to the implementation of the ETF conducted by the secretariat or external organizations, including liaising with workshop organizers and organizing workshops as needed and contributing to the preparation of meeting inputs and outputs (e.g., background papers, analytical notes, reports of the meeting/workshop);
- c. Develops knowledge products designed to explain the ETF and its decisions, including brochures, booklets, and manuals to enhance Parties' understanding of the ETF;
- d. Coordinates and conducts outreach activities by the secretariat to facilitate engagement of partner organizations in the provision of technical support to countries in transitioning to the ETF, including through the development of concept papers;
- e. Provides technical input for development and/or maintenance of the website on the ETF, including contributing to design ideas, content development, and in coordination with the Communications and Engagement division, development of public material, including articles, podcasts, videos, brochures, and social media updates.

**3. Supporting of the intergovernmental negotiation process:** Provides support to negotiations and the implementation of ETF under the Paris Agreement, supporting Parties in transparency-related negotiations.

**4. Contributing towards cross-cutting issues:** provides substantive technical contributions (e.g., through options papers and recommendations) to the discussions of various cross-cutting issues



relating to reporting and review-related activities and support for developing countries and training within the ETF under the Paris Agreement.

5. **In the area of knowledge management:** In partnership with the secretariat's Communications and Engagement Division, contributes to the identification, creation, distribution and adoption of substantive data, information, insights, and experiences relating to the UNFCCC's mandate, processes, practices and lessons learned.
6. **Other:** Performs any job-related activity required to meet the overall goals and objectives of the Transparency division, as well as those of secretariat-wide mandates.

### **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 (Masters or equivalent) in environmental science, economics, engineering, development studies or a related discipline. A first-level university degree (B.A. or equivalent) in combination with additional two 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 preparation and review of information included in national submissions under the Climate Change Convention, Kyoto Protocol or Paris Agreement, or comparable experience with the preparation and processing of technical information of similar complexity. Experience should also include the coordination of work and collaboration across different teams in an organization and in organizing events involving multiple stakeholder groups. Two (2) years of experience in an international setting is a requirement. Participation in



UNFCCC reporting and/or review activities of national submissions is an asset.  
Experience with preparing technical reports on climate change issues is an asset.

### **Language skills**

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**Required:** Fluency in English (both oral and written).  
**Asset:** Working knowledge of another UN language desirable.

### **Other**

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Specific professional knowledge: Knowledge of the UNFCCC intergovernmental process, including reporting and review requirements under the Climate Change Convention and its Kyoto Protocol and the Paris Agreement.

Job-related skills: Ability to coordinate technical work of multi-disciplinary experts in a team. Demonstrated skill in analyzing technical data, preparing technical reports, and drafting of technical and policy papers related to transparency in existing measurement, reporting and verification arrangements under the Convention and/or the ETF under the Paris Agreement.

### **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.
3. Indicative net annual salary and allowance:  
US\$ 64,121  
(plus variable post adjustment, currently 43.1% 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.