



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
**Means of Implementation (MOI) Division**  
Technology Subdivision

| Deadline for application          | Announcement number | Expected date for entry on duty | Duration of appointment              | Duty Station  |
|-----------------------------------|---------------------|---------------------------------|--------------------------------------|---------------|
| 21 December 2025<br>23:59 hrs CET | VA 25/045/MOI       | As soon as possible             | 1 year with possibility of extension | Bonn, Germany |

Publication date: 20 November 2025, Post number: 31055660 Funding: 32FRA -SB-026290.02/S1-32FRA-000099

**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 Means of Implementation division (MOI), which provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

Within MOI, the Technology Subdivision supports intergovernmental work and negotiations on matters related to technology development and transfer and related activities to support developing countries to accelerate their enhanced action on mitigation and adaptation. It also facilitates the effective implementation of mandated actions by the Technology Mechanism which assists developing countries to implement their technology actions to achieve the full implementation of the Convention and the Paris Agreement.

The Technology Subdivision consists of two units: (1) Policy and Strategy Unit and (2) Support and Implementation Unit. This position is situated in the Support and Implementation Unit. Under the general guidance of the Manager (P-5), Technology Subdivision, and the direct supervision of the Team Lead, Support and Implementation Unit, the Programme Officer will provide substantive technical support to ensure the coherent and effective implementation of mandates of the Technology Mechanism, in particular the implementation of Technology Mechanism Initiative on Artificial Intelligence for Climate Action. The incumbent also supports the intergovernmental work and negotiations under UNFCCC governing and subsidiary bodies as well as the work of constituted bodies related to technology development and transfer.

Key results/accountabilities are:

- Effective support to the intergovernmental process on technology development and transfer, the implementation of the functions and the rolling workplan of the Technology Executive Committee, and the Technology Mechanism Initiative on AI for Climate Action
- Strengthened collaboration with the Climate Technology Centre and Network



- Substantive contributions to communication and outreach, information sharing and knowledge management within areas of work
- Inter-agency collaboration

### **Your responsibilities**

**The Programme Officer will be responsible for the following duties:**

#### **1. Supporting the intergovernmental process on technology development and transfer:**

- a. Provides substantive support to the intergovernmental work and process on issues related to the development and transfer of technologies under the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), Conference of the Parties (COP) and its subsidiary bodies; prepares background documents, annotations, briefing notes and draft texts for the Chairs and facilitators of technology negotiating groups under different bodies, as well as providing timely inputs and support to the group meetings, informal consultations and side events;
- b. Compiles, analyses and synthesizes submissions from Parties and inputs from relevant international organizations to facilitate deliberations among Parties; drafts background documents including coordinating the work of consultants to prepare technical papers and documents on selected issues for consideration by Parties in particular on the development of policies and strategies to enhance national and international cooperation on technology development and transfer, as mandated by CMA, COP and the subsidiary bodies;
- c. Provides substantive support on the planning and organization of intersessional and in-session expert meetings or workshops on issues related to technology development and transfer as mandated by CMA, COP and/or its subsidiary bodies.

#### **2. Supporting the effective and coherent implementation of the technology framework and mandates of the Technology Mechanism, in particular the implementation of the Technology Mechanism Initiative on Artificial Intelligence for Climate Action:**

- a. Provides substantive support to facilitate the effective implementation of the technology framework and mandates of the Technology Mechanism, enhancing coherence and synergy between the Technology Executive Committee (TEC) and the Climate Technology Centre and Network (CTCN), implements activities under the Technology Mechanism Initiative on Artificial Intelligence for Climate Action, liaising to facilitate the sharing of information on the progress of work of both entities on this topic; participating and making presentations at CTCN regional workshops and events, at the request of the CTCN; prepares background documents and developing databases to foster collaboration between the TEC, the CTCN and other relevant institutional arrangements under and outside of the Convention to support activities under the Initiative; coordinates with the CTCN as related to the process for monitoring and evaluating the impact of the work of the TEC and the CTCN on the topic of artificial intelligence;
- b. Provides substantive support to the TEC in implementing its functions and workplan as well as the workplan of the Initiative, including actions and activities to foster the creation and enhancement of an enabling environment, as well as policy and regulatory environments for technology development and transfer; provides relevant support by organizing thematic dialogues, expert meetings and workshops, preparing documents and/or technical papers and TEC briefs; supports the TEC in preparing its recommendations for consideration by the CMA, COP and subsidiary bodies, supporting outreach activities of the TEC on relevant outcomes



and liaising with relevant organizations in implementing the recommendations of the TEC on respective matters.

**3. Involvement in communication and outreach, information sharing and knowledge management, in particular on artificial intelligence for climate action:**

- a. Undertakes outreach activities of the Technology Subdivision to enhance the sharing of information on artificial intelligence for climate action; provides inputs and implements communication strategies for the Technology Subdivision in collaboration with other UNFCCC Divisions; provides inputs to outreach material including newsletters, infograms, social media inputs and other communication material on topics relevant to artificial intelligence for climate action.

**4. Involvement in inter-agency collaboration and engagement of relevant stakeholders**

- a. Liaises with relevant international organizations and agencies, the private sector, research institutions and academia to enhance collaboration and mobilize support for the implementation of mandates of the Technology Mechanism, in particular the work of the TEC under the Technology Mechanism Initiative on Artificial Intelligence for Climate Action;
- b. Contributes to the work of the UN Inter-Agency Working Group on AI and related inter-agency processes;
- c. Contributes to events, reports and other activities organized by partner agencies.

**5. Performs any other job-related activity required to achieve the goals and objectives of the Support and Implementation Unit, the Technology Subdivision and the MOI Division of the secretariat:** This includes representing the secretariat in technical meetings, workshops and seminars, and making 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.

**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.



**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 behaviour.

### **Your qualifications**

#### **Educational Background:**

**Required:** Advanced university degree (Master's degree or equivalent) in computer science, data science, climate policy, engineering, environmental science, economics, development studies, or related field. A first-level university degree in combination with additional (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience:**

**Required:** A minimum of five (5) years of progressively responsible experience in climate policy, programming and/or project management in the context of climate change.  
A minimum of three (3) years of progressively responsible experience in international development, including prior work experience on data and digital technologies for climate action in a developing country.  
Experience with the use of artificial intelligence for climate action in developing countries is an asset.  
Strong familiarity with the UN system in general and in the field of climate change is highly desirable.  
Experience in engagement with multilateral and bilateral donor agencies is an asset.

#### **Language skills:**

**Required:** Excellent writing skills in English are required. Working knowledge of other UN language is an asset.

### **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:



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US\$ 70,212  
(plus variable post adjustment, currently 39.0% 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.