



## ANNOUNCEMENT FOR TEMPORARY JOB OPENING

### Associate Programme Officer, P-2 Mitigation division

Markets and Non-Markets Support and Stakeholders Interaction Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
12 May 2024 23:59 hrs CET	24/TJO8/M	As soon as possible	364 days 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 Mitigation division, which supports Parties to facilitate, catalyze and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

Within the **Mitigation division**, the incumbent will work in the **Markets and Non-Markets Support and Stakeholders Interaction subdivision**, which provides effective support on matters relating to intergovernmental, substantive, and technical support to Article 6.2, 6.4 and 6.8, Carbon Pricing, stakeholders' interaction, regulations development, delivering mandates under Article 6.2 (including review) and capacity-building on Article 6.

#### **What you will be doing**

Under the supervision of the Team Lead, **Stakeholder's Interaction unit**, the incumbent serves as a member of the team responsible for maintaining and improving engagement and relationship with current and new external stakeholders, including but not limited to National Designated Authorities (NDA) of the mechanisms, Designated Operational Entities (DOE), Project participants and other stakeholders in strengthening the use of the mechanism established by Article 6, paragraph 4, of the Paris Agreement (Article 6.4 mechanism) and addressing any queries related the clean development mechanism (CDM) under the Kyoto Protocol and of the Paris Agreement (A.6.4).

Key results/accountabilities include:

- Supporting the design and delivery of work programmes to encourage and improve stakeholder involvement;
- Liaising with the respective substantive teams within the secretariat on enquiries sent to constituted bodies such as Article 6.4 Supervisory Body and CDM Executive Board;
- Supporting the establishment, management, and engagement of the secretariat with the NDA of the



- 6.4 and CDM and DOE/AIE forum;
- Supporting the implementation of developing proposals for improvements to existing requirements and/or creation of additional tools and guidelines for stakeholder engagement;
- Conducting research and analysis of stakeholder inputs and DOE/AIE performance;
- Supporting and monitoring the implementation of appropriate, dedicated channels of communication for key stakeholders.

### **Your main responsibilities**

- 1. Supporting the design and delivery of work programmes to encourage and improve stakeholder involvement and enhance active participation:**
  - a. Assist in policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies;
  - b. Assist the organization of the DNA and DOE forum meetings and events
  - c. Assist in creating a database on queries received from a multitude of stakeholders and address them in collaboration with the other substantive units;
  - d. Assist in preparing regular reports covering issues raised, development of the FAQs, and challenges encountered by the stakeholders in implementing the rules established under the mechanism;
  - e. Assist in coordinating inputs from other divisions and units within the secretariat related to queries submitted on Article 6.4 and CDM and prepare presentations on assigned topics/activities;
  - f. Assist in convening and servicing governing and subsidiary bodies on matters related to the area of work;
  - g. Design and implement practitioner workshops on different technical aspects of Article 6.4 and CDM processes;
  - h. Assist the capacity-building team and other substantive teams in developing training materials and tools to support countries' participation in Article 6 instruments;
  - i. Assist in engaging with a multitude of stakeholders, such as Host parties, DNA, DOE, Project participants, and others.
- 2. Conducting research and analysis of stakeholder inputs and DOE/AIE performance:**
  - a. Identify, evaluate and report on emerging issues in the understanding and correct application of requirements established by the Article 6.4 Supervisory body and CDM Executive Board;
  - b. Prepare inputs, documents, and presentations to support the relevant activities and decision-making of the programme.
- 3. Developing proposals for improvements to existing requirements and/or creation of additional tools and guidelines:**
  - a. Design appropriate measurement systems, foster their adoption to improve the mechanism, as well as monitor and measure their implementation;
  - b. Propose changes in the framework of regulations and standards based on research conducted and assessments of the implementation of the existing framework.
- 4. Supporting and monitoring the implementation of appropriate, dedicated channels of communication for key stakeholders, including that of the DOEs/AIEs:**
  - a. Assist in the response and act as the initial contact point, to requests for clarification, replying to unsolicited submissions and assessing requests for deviation from approved methodologies, standardized baselines, and registered project documentation;
  - b. Communicate with governmental and non-governmental officials; provide authoritative guidance and technical support, as well as foster cooperation.



**5. Involvement in representation and partnerships with stakeholders:**

- a. Assist in drafting responses to comments, statements, and queries from stakeholders; prepare executive briefs, drafts, and reports and bring issues of political sensitivity to the attention of the Team Lead, alerting the Manager regarding the potential impact on the secretariat's reputation and work;
- b. Assist in liaising with government officials and advising them on issues and policies of mutual interest.

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

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**Required:** Advanced university degree (Master's degree or equivalent) in engineering, development studies, economics, political science, international relations, environmental studies, or a related discipline. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:**

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**Required:** At least two (2) years of relevant work experience at national and/or international level in climate change issues, development studies or related fields. Experience in substantive coordination, relationship management, conducting activities related to information sharing and outreach/engagement and interaction with internal and external stakeholders,



including government representatives, UN system, development organizations, research institutions, NGOs, and the private sector, is desirable.

**Language skills:**

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**Required:** Fluency in English (both oral and written) is required. Knowledge of another UN official language is desirable.

**Specific professional knowledge and skills and Job-related skills**

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Experience of compiling, analysing and presenting information and updating webpage content 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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
3. 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 monthly salary and allowances:  
US\$ 4,198 to 4,779  
(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>

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.