

VACANCY ANNOUNCEMENT

Programme Officer (Regional Lead), P-4

Mitigation Division

Regional Collaboration Centre, Caribbean

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
18 August 2025 23:59 hrs CET	VA 25/028/M	As soon as possible	1 year and 6 months with possibility of extension	Bonn*
*Initial duty station is Bonn. However, the successful candidate may subsequently be required to relocate to the respective RCC Office in the Caribbean.				

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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.

This position is located 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.

The Implementation Coordination Subdivision manages the Regional Collaboration Centres (RCCs), overseeing their administration, strategic direction, workplan development and implementation, stakeholder engagement, communications, financial oversight, and partnerships, including those with multilateral development banks.

The **RCCs** support the secretariat's regional efforts in connecting, facilitating and supporting the countries in their ambitions towards addressing climate change and accelerating climate action to achieve the objectives of the Paris Agreement..

Where you will be working

You will serve as the Regional Lead of the RCC Caribbean, within the **Implementation Coordination Subdivision** of the Mitigation Division. The initial duty station will be Bonn, Germany. Depending on organizational needs and evolving strategic priorities, you may be officially reassigned to the RCC Office in the Caribbean (currently located in Grenada).

You will work under the overall guidance of the Director, D-1 and report directly to the Manager, P-5 of the Implementation Coordination Subdivision. You will also collaborate closely with the Team Lead, P-4 of the RCC Coordination Unit.

What you will be doing

As Regional Lead, you will oversee the operation and administration of the respective RCC and the implementation of its workplan. You will guide a team of technical and support staff to:

- Ensure the RCC workplan is developed, implemented and reported in an efficient, effective and timely manner;
- Manage the RCC financial and human resources;
- Conduct business development and resource mobilization;
- Build/consolidate partner networks in the region and identify potential collaborations;
- Ensure the regional climate action agenda is coordinated in a coherent manner;
- Represent the RCC in various regional committees/bodies.

Your main responsibilities:

1. Establishing and maintaining meaningful relationships with key political stakeholders:

- Ensure comprehensive mapping of key political stakeholders is kept up to date, including relevant government ministries (e.g. Finance, Environment, Energy, Transport, and Agriculture);
- Analyze stakeholder influence, interests, and potential impact on regional climate action;
- Maintain and regularly update stakeholder databases and engagement matrices;
- Conduct regular calls with UNFCCC National Focal Points to ascertain status of RCC support; offer and gather intelligence on Parties' gaps and needs;
- Provide inputs to ES/DES briefing notes for their meetings with high level political representatives from the region or their participation in high level regional events;
- Conduct and update mapping of high-level regional events for ES/DES possible participation;
- Build and maintain strong networks with key decision-makers;
- Develop and conduct capacity-building activities for negotiators, parliamentarians and other policymakers.

2. Engaging regional stakeholders and establishing strong networks to facilitate the implementation of national and regional climate action:

- Conduct outreach to key regional stakeholders for collaborative activities aligned with the RCC workplans; promote strategic partnerships for secretariat workstreams by enhancing existing collaborations and identifying new opportunities; assess resource needs to support workplan delivery, and monitor collaboration terms and information sharing;
- Conduct assessments of regional involvement of stakeholders in climate action and identify potential areas of collaboration, in consultation with colleagues from the secretariat and the RCC regional experts;
- Coordinate support to SDG 13 of the 2030 Agenda for Sustainable Development Goals by providing guidance and acting as a resource centre for sharing experience; interact with UN agencies in their implementation of climate change related programmes;
- Maintain strong relationships with host partners and other stakeholders and identify business development initiatives and strategic partnerships aligned to the RCC workplan;
- Ensure RCCs are engaged in the work lead by the Resident Coordinators (RC) through the UN Country Teams (UNCT), the UN Social and Economic Commissions, and other key UN partners.

3. Leading on the collection, compilation and sharing of data and information that is relevant to the work of the secretariat in planning, reporting and delivering activities mandated by the UNFCCC process:

- Coordinate input from secretariat division focal points on specific support for delivery of identified subject areas of responsibilities in the regions;
- Guide the RCC in research, analysis and presentation of potential interventions to support identified activities in the RCC workplan;
- Conduct an in-depth assessment of existing training and capacity building interventions available in the region including stakeholder needs assessment in close collaboration with the Capacity Building Subdivision at the secretariat;

- d. Undertake business development, resource mobilization, strategic planning and partnership building; collaborate with relevant secretariat divisions;
- e. Manage delivery of workshops and meetings, preparation of reports and information, and knowledge products and, when required, their translation.

4. Leading and guiding development and implementation of the RCC workplan ensuring necessary level of resources, proper monitoring and reporting in accordance with the RCC M&E framework:

- 1. Oversee and coordinate preparation and implementation of the RCC workplan and budget to ensure compatibility with work priorities and objectives, taking into account the most effective use of resources;
- 2. Lead the RCC ensuring a results-based work planning, direction, supervision and performance assessment; promote a work environment conducive to producing the outputs and delivering the services required;
- 3. Lead the design and implementation of the RCC workplan and implementation of planned activities;
- 4. Mobilize provision of administrative services by the host institution, including financial and logistical arrangements, office supplies, IT equipment and communication devices;
- 5. Monitor and control budgetary allocations of the RCC through regular reviews; produce financial reports and provide effective monitoring reports and data; identify deviations from plans and propose corrective measures;
- 6. Guide the work of technical staff to ensure that activities are undertaken in a timely and effective manner; document and report on the RCCs work to UNFCCC, its partners, local stakeholders and contribute to the ongoing learning and improvement through documentation of activities and lessons learnt;
- 7. Represent the RCC in committees, meetings and other consultative activities involving partners, government(s), stakeholders, civil society and other UN agencies;
- 8. Develop a communication plan and in line with the RCC Communication Strategy, ensuring that outreach and communication activities are conducted regularly;
- 9. Ensure that the RCC is managed effectively and efficiently, and that regular internal communication channels with Bonn and the Steering Committee are fully established;
- 10. Organize orientation and training for new staff members;
- 11. Ensure timely recording of activities by all team members in designated RCC tools and ICT systems; be responsible for the security and confidentiality of data.

5. Managing and overseeing the RCC work and staff, including all administrative and financial matters:

- a. Supervise the RCC team members performance of activities and adherence to the core values of the UN and UNFCCC;
- b. Guide the programmatic/administrative tasks necessary for effective functioning of the RCC, including the preparation of budgets; assign and monitor performance parameters and critical indicators, interviews and evaluation of candidates for job openings, as well as assess staff performance;
- c. Identify capacity development areas in line with organizational needs and strategy implementation, ensuring staff are adequately skilled to meet internal and external goals;
- d. Foster teamwork and communication among staff in the unit and across organizational boundaries.

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 a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Thinking Strategically and Building the Vision: Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

Education: Advanced university degree in Business Administration, Management, Economics, Environmental Studies, Development Studies or related fields is required. A combination of a first level university degree plus an additional two years of relevant working experience at the professional level may be accepted in lieu of an advanced degree. Certification in portfolio and/or project management is highly desirable.

Experience: At least seven (7) years of progressively responsible professional experience on issues related to planning, monitoring and reporting of portfolio / projects /operations, partnerships/resource, business development or other related fields. Two years of relevant work experience in an international setting is an asset. Experience in supervising the teams is an asset. Regional / country level experience is an asset.

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

Other: **Specific professional knowledge:**

- Expert knowledge of project management.
- Expert knowledge of resource mobilization.

- Knowledge of the UNFCCC intergovernmental process and familiarity with the broader issues related to the Climate Change Convention, its Kyoto protocol and the Paris Agreement.
- Monitoring and evaluation of progress on the basis of pre-determined objectives, baselines and milestones and plans accordingly;
- Analytical skills, written and oral communication; planning skills, innovative, conceptual and operational thinking on professional, organizational and workflow issues including to interpret, adapt and propose options for changes to existing guidelines.
- Tact, networking and capacity building skills to engage with a wide variety of stakeholders including high-ranking government officials

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:
US\$ 84,672
(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>
4. By applying to this vacancy announcement, you agree that should you be selected, your initial duty station will be Bonn, Germany, and you may be officially transferred in the future to the RCC duty station in the respective region. (The current RCC for the Caribbean is based in Grenada.)

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.