



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
Mitigation Division,  
Implementation Coordination subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 May 2024 23:59 hrs CET	VA 24/023/M	As soon as possible	One year and six months 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 provides support to Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase. Parties will be 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 **Implementation Coordination subdivision (IC)**, the **Coordination Regional Collaboration Centers unit (CRCC)** establishes, manages and strengthens relationships and partnerships with external stakeholders, including key regional stakeholders and partners, to strengthen the use of the mechanisms and their integration in national climate policy. The unit is responsible for the management of the regional collaboration centres (RCCs), including RCCs overall administration, strategic and technical development, workplan development, communications, relationship management with hosting partners and stakeholder engagement.

Under the general guidance of the Manager of Mitigation division (P-5) and reporting to the CRCC Team Lead (P-4), the incumbent serves as a member of the team responsible for supporting the development and implementation of the RCC workplans, including their monitoring and evaluation; communication and outreach activities of the RCCs; programme management and smooth operation of the RCCs.

Key responsibilities include:

- Supporting the development and implementation of the workplans of the RCCs;
- Facilitating the monitoring, reporting and evaluation of RCCs' activities;
- Supporting the communication and outreach activities of CRCC and RCCs;
- Supporting the programme management and smooth operation of the RCCs.



**Your main responsibilities:**

- 1. Supporting the development and implementation of the workplans of the RCCs:**
  - a. Plan and develop an overall framework for developing RCCs workplan;
  - b. Coordinate the development of RCC workplans, including inputs from substantive teams within the secretariat.
  - c. Map projects and initiatives implemented by internal and external partners that may require/benefit from RCC support, including analysis of needed resources;
  - d. Support engagement with partners and other organizations in the planning and implementation of RCCs initiatives and liaises with substantive teams in the secretariat for delivery of work through RCCs;
  - e. Represent CRCC Unit in committees, meetings and other consultative activities involving partners, government(s), stakeholders, civil society and other UN agencies.
  
- 2. Facilitating the monitoring, reporting and evaluation of RCCs' activities:**
  - a. Support tracking progress in the implementation of the RCC workplans;
  - b. Support the monitoring and evaluation (M&E) of RCC activities and performance in accordance with the RCC Monitoring and Evaluation Framework, including the preparation of the M&E report;
  - c. Coordinate the preparation and publication of the RCC annual reports.
  
- 3. Supporting the communication and outreach activities of RCCs:**
  - a. Support the implementation of the RCC communication strategy;
  - b. Support the organization of workshops and other events and interactions, where appropriate in cooperation with other secretariat teams, Parties and external organizations;
  - c. Coordinate the preparation of RCC-related articles, social media posts, knowledge product and other information material.
  
- 4. Supporting the programme management and smooth operation of the RCCs:**
  - a. Organize orientation, training and capacity building sessions for new RCC leads and CRCC staff members;
  - b. Support the preparation/revision of MoU/ agreements for administrative / logistics support for RCCs supported activities and events/workshops.
  - c. Provide programme management support to all RCCs, including budgeting and financial resource mobilization for RCC workplans as well as recruitment and deployment of regional technical experts;
  - d. Contribute to recommendations to the Team Lead and subdivision Manager on portfolio management issues that need escalation; suggest potential solutions and identifies opportunities across the division including work which can be promoted through and in new initiatives;
  - e. Support data collection and analyses on RCCs support and performance in specific areas of work, including reporting to CDM EB and Article 6.4 Supervisory Body and inputs to the budget biennium reports;
  - f. Support the RCC's cross-divisional agreements for delivery of activities including ICT, legal, communications, etc., ensuring alignment with the work programme priorities and timelines.
  
- 5. Performing any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.**



**Competencies:**

**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

**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.

**Your qualifications**

**Educational Background:**

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

**Experience:**

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**Required:** At least five (5) years of relevant work experience on issues related to coordination, planning and multiple external counterparts/stakeholders.

**Language skills:**

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**Required:** Fluency in written and spoken English is required.  
Working knowledge of other UN official language is an asset.



**Other:**

- Knowledge and demonstrable experience with conducting environmental or development cooperation work;
- Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others;
- Knowledge and experience of climate change are essential.
- Familiarity with the UNFCCC intergovernmental process is desirable.
- Sound analytical and strong drafting and editing skills, good planning and organisational skills, clarity of written and oral communications.
- Excellent communication and negotiating skills, ability to communicate with both technical and non-technical staff;
- Proven ability to prioritize and deliver tasks on time and to produce quality results while meeting established goals;
- Excellent knowledge of substantive subjects in the context of climate change;
- Ability to coordinate multi-stakeholders in various regions.

**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 monthly salary and allowances:  
US\$ 64,121 to US\$ 71,906  
(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 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.