



## VACANCY ANNOUNCEMENT

**Programme Assistant, G-6**  
Mitigation division  
NDCs/LT LED, Impacts Assessment Support Subdivision

| Deadline for application        | Announcement number | Expected date for entry on duty | Duration of appointment                                   | Duty Station  |
|---------------------------------|---------------------|---------------------------------|---|---------------|
| 5 October 2025<br>23:59 hrs CET | VA 25/041/M         | As soon as possible             | 1 year and six months<br>with possibility of<br>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.

The **Mitigation division** of the UNFCCC secretariat 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.

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

This position is located specifically in the **NDCs/LT LED, Impacts Assessment Support subdivision**, which provides effective support on matters relating to mitigation implementation, including but not limited to substantive and technical input and advice to constituted and regulatory bodies, technical advice and support to Parties on the preparation, communication and accounting of Nationally Determined Contributions (NDCs), including tracking of the progress of implementation and achievement of NDCs, and support to the work programme of the forum on response measures and the work programme of the Katowice Committee on Impacts of implementation of Response Measures (KCI) established under the Paris Agreement Work Programme (PAWP).

Within the subdivision, the **Impact Assessment Unit (IAU)** oversees the work on the impacts of implementation of response measures. It supports intergovernmental negotiations and assists the Forum and the KCI in implementing their work plans.

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

Under the general guidance of the subdivision Manager (P-5) and the direct supervision of the Unit Team Lead (P-4), the incumbent will provide secretarial and administrative support to the supervisor and the staff members of the Unit.



**Key responsibilities:**

- Support the RM Forum and its Katowice Committee of Experts on the Impacts of the Implementation of Response Measures (KCI) in efficiently implementing technical mandates from governing and constituted bodies.
- Prepare timely inputs for RM Forum, KCI meetings, and intergovernmental negotiations in accordance with established procedures and timelines.
- Plan and implement capacity-building programs on response measures, including workshops, events, webinars, and peer-to-peer learning activities, as mandated by the Governing Bodies and Subsidiary Bodies.
- Identify and implement process and procedural improvements to enhance the planning, monitoring, and tracking of information related to the work of the RM Forum and KCI.

**Your responsibilities**

**Specific responsibilities:**

**1. Assisting in the implementation of the workplans of the RM forum (response measures forum), the KCI and technical mandates from the governing bodies:**

- a. Assist in tracking the relevant mandates of the COP/CMP/CMA, RM Forum and KCI workplans, and ensure that agreed timelines are met.
- b. Maintain, share and update the mandates tracking databases and team references to assist the planning of the KCI and forum meetings.
- c. Upload documents, templates, information on document deadlines and other related information on the Bodies Support Tool (SharePoint site) and other UNFCCC webpages.

**2. Preparing inputs required for RM Forum, KCI meetings, and intergovernmental negotiations:**

- a. Provide staff members of the Unit with timely information, reports, and coordination support on deadlines and relevant deliverables related to planning processes.
- b. Handle team communications and documents preparation, ensuring alignment with priorities and timely processing, including support on administrative issues; preparation, formatting, processing of official documents; maintain a Unit calendar etc.
- c. Support the staff members of the Unit by preparing briefing materials, compiling and analysing submissions, maintaining stakeholder lists, and facilitating document circulation.

**3. Supporting the planning and implementation of capacity building program for response measures including workshops, events, webinars and peer to peer learning activities:**

- a. Contribute to the implementation of the capacity-building work programme agreed on response measures by maintaining a system to track required activities.
- b. Support the preparation of regulatory documents, including memoranda of understanding (MoUs), letters of agreement, etc.
- c. Conduct research to identify experts, existing and potential partners related to work of the unit.



- d. Coordinate logistical and administrative support for meetings and events, including preparing invitations and meeting documents, assisting with travel arrangements providing on-site support and troubleshooting, while ensuring compliance with UN rules and procedures.
- e. Support the monitoring, tracking and consolidating of non-staff related expenditures.

**4. Identifying process and procedural improvements to plan, monitor, and track information related to the work of RM Forum and KCI:**

- a. Review, enhance, and support the processes and operations of the KCI by improving workplan tracking, electronic decision-making processes, and identifying technological tools to streamline planning and implementation.
- b. Highlight areas for improvement in processes to relevant colleagues/ supervisors and propose methods to improve cooperation and efficiency.

**5. Perform any other job-related activity** required to achieve the goals and objectives of the secretariat.

**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.

**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 behavior.

**Your qualifications**

**Educational Background**

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**Required:** Completed secondary education or its equivalent.

**Asset:** Formal secretarial or other related training is an asset.



### **Experience**

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**Required:** At least seven (7) years of relevant work experience carrying out secretarial and administrative duties matching functions of the post is required. The minimum number of years of relevant experience is reduced to five (5) years for candidates with a first-level University degree (Bachelor for equivalent). Working experience in an international organization is preferable. Experience in having supported a manager of a division or subdivision is an asset.

### **Language skills**

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**Required:** Fluency in English (both oral and written).

**Desirable:** Working knowledge of German an asset. Knowledge of another United Nations language is desirable.

### **Specific professional knowledge or skills**

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**Desirable:** Good knowledge of office technology such as MS Office package (Word, Excel, PowerPoint), Internet and e-mail applications is required; experience in using SharePoint and other electronic communication software is highly desirable; Ability to work independently, setting priorities and staying focused on a busy environment; Knowledge of how to handle confidential information is highly desirable. Ability to communicate effectively with internal and external stakeholders is highly desirable.

### **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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
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.



Page 5

3. Indicative net annual salary: Euro 50,302 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.

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