



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2
Mitigation Division
Article 6 Capacity Building Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 September 2026 23:59 hrs CET	VA 26/039/M	As soon as possible	One year and six months with possibility of extension	Bonn, Germany

Publication date: 31 August 2026, Post number: 31048118 Funding: 40PCM/16804

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 will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Mitigation division, which supports Parties in facilitating, catalysing and cooperating 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 Mitigation division, the Article 6 Capacity-building unit provides effective support on matters relating to resource utilization and mobilization, business development and portfolio management. It also ensures coherence across the subdivisions with regard to strategic partnerships, delivery of work and acts as an interface for the division with other divisions to promote collaboration and ensure the delivery of services. Portfolio management focus is on the delivery of the total set of all programmatic projects and activities of the division, with emphasis on the deeper level of involvement in all projects and activities to ensure delivery of work and maximum impact.

What you will be doing

Reporting to the Team Lead, P-4, the incumbent will contribute to supporting the work related to resource mobilization, portfolio management, strategic partnerships, business development and collaboration across divisions and subdivisions. Focus of the work for this position will be also on developing and coordinating the implementation of Article 6 work-programme and other relevant mechanisms.



Responsibilities

This role is primarily responsible for:

1. Assisting in strategic planning, development, monitoring, and policy advice in the context of the Article 6 Capacity Building work-programme:

- a. Provide inputs to documents, substantive requests, conceptualizations of policy directives and plans of action to galvanize political and financial support. Research emerging trends and assess needs, opportunities, and requests to proactively propose effective, concrete responses at the Capacity Building level.
- b. Contribute to the strategic planning, development, implementation, monitoring and tracking of the work programme of Article 6 Capacity-building, and to the provision of support and guidance to developing country Parties. Identify technical solutions and digital tools to deliver tailor-made capacity building to governments and other stakeholders and implement these with internal/external partners.
- c. Assist the collaboration with internal teams, incl. with the Regional Collaboration Centers, and external stakeholders to impactfully assist developing countries for effective participation in Article 6. Assist with coordinating inputs from other divisions and units. Assist in collaboration with the Executive Office and Cross-Cutting teams to help consolidate, synthesize and develop options for new business models.
- d. Assist in the preparation of regular reports covering progress, impact, challenges and status of implementation to the UNFCCC sessions on capacity-development, and in preparing evidence-based inputs to the management of programmes, projects, and initiatives.
- e. Assist in the drafting of documents, incl. concept notes and TORs, and in supporting the monitoring, tracking, and implementation of programmes/projects/activities and analyzing their impact. Review relevant documents and reports. Liaise with relevant parties. Identify issues to be addressed and track follow-up action.
- f. Assist in the convening and servicing of governing, consultative and subsidiary bodies on matters related to the area of work, incl. preparing documents and presentations on the topic of capacity-building.

2. Assisting in knowledge management initiatives and activities:

- a. Assist the identification, design, development, publishing, and monitoring of cutting-edge, innovative virtual knowledge products, incl. e-modules, in line with the unit's mandate. Proactively develop multi-media, high-quality, tailored, interactive Capacity Building tools and platforms in diverse and modern formats, to deliver effective support to countries in participating in Article 6 instruments. Support digitization, presentation and attractive design of all CB products.
- b. Assist with the regular preparation of effective, multi-format, and timely outreach- and communication materials in coordination with the respective focal points and unit within UNFCCC where necessary. Further advance the web-presence, assist in ensuring that the website is relevant, user-friendly, interactive, and of the highest quality standards, incl. regularly updating and expanding the website, ensuring high usage.
- c. Assist with proposing, planning, organizing, and facilitating Capacity Building events, both virtually and in person, incl. panels, multi-stakeholder platforms, expert workshops, technical- and high-level events, incl. related to intergovernmental processes and side events at the COP and SBs as suitable. Assist with substantive inputs, materials, presentations, and agendas, identifying speakers and liaising with them, coordinating follow up actions, and evaluating impact.



3. Involvement in representation and partnerships with stakeholders:

- a. Assist in drafting responses to comments, statements, and queries from Parties. Prepare executive briefs, drafts and reports and bring issues of political sensitivity to the attention of the Team Lead, alerting the Supervisor regarding the potential impact to the secretariat's reputation and work.
- b. Assist in liaising with government officials and partners and advise them on issues and policies of mutual interest.
- c. Assist in identifying, developing, managing, and monitoring strategic, mutually beneficial, impactful partnerships in alignment with the UNFCCC mandate and the related objectives, and the efficient cooperation and coordination with external partners, incl. Governments, networks, the private sector, UN entities, regional bodies and -development banks, the World Bank, academia, and development agencies.
- d. Assist with the identification, strategic and operational planning, organization, facilitation and follow up of contributions and co-organizer roles in summits, fora, and other events of partners in the thematic area, incl. virtual and in-person events.

4. Perform any other job-related activity required to achieve the goals and objectives of the unit, 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.

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.

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.



Qualifications

Educational Background

Required: An advanced university degree (Master's degree or equivalent) in Management, Business Administration, Economics, Communications, Engineering, Environmental Studies, Development Studies or related fields is required. 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

Required: A minimum of two (2) years of progressively responsible professional experience in project/programme management or monitoring/reporting, or partnerships/resource mobilization, or communications, or capacity building, or other related fields. Relevant work experience in an international setting and within climate action is an asset.

Language skills

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

Specific professional knowledge and Job-related skills

- Experience in climate action, ideally in the domain of Article 6 and Carbon Markets.
- Experience with different software tools (e.g. CANVA/Articulate Rise) to design and develop multi-media Capacity Building Tools and products, such as interactive platforms, online courses and modules as well as for event and project management.
- Ability to work both independently and in close cooperation with various teams and partners.
- Very good communication skills
- High level of self-motivation and self-management as well as diplomatic tact and political awareness.
- Pro-active, innovative spirit and intrinsic motivation to advance impactful Capacity Building through multi-media, targeted and interactive formats.
- Technological awareness and willingness to work with software tools for designing, developing, and publicizing cutting-edge, modern virtual Capacity Building tools and products.
- Experience in planning and organizing and willingness to support the preparation and delivery of timely, tailor-made virtual- and in-person events that focus on impact.

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.

Indicative net annual salary and allowances:

US\$ 56,046 (plus variable post adjustment, currently 36.5% of net salary),
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.
