



VACANCY ANNOUNCEMENT

Team Lead, P-4
Adaptation Division
Response Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
22 February 2026 23:59 hrs CET	VA 26/008/A	As soon as possible	2 years with possibility of extension	Bonn

Publication date: 06 February 2026, Post number: 31011077 | Funding: 40FCA/16803

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

The position is located in the UNFCCC secretariat in Bonn, Germany in the Adaptation Division and more specifically in the Response subdivision which consists of two units:

1. The LEG and NAP unit supports the Least Developed Countries Expert Group (LEG), the process to formulate and implement national adaptation plans (NAPs), the NAP 3.0 initiative, national adaptation programmes of action (NAPAs) and the LDC work programme.
2. The Loss and Damage unit supports the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM) and its Executive Committee (ExCom).

Reporting to the Manager (P-5) of the Response Subdivision, the Programme Officer leads the LEG and NAP Unit, which is accountable for facilitation of negotiations on matters relating to the LDCs and on NAPs, the work of the LEG and access to the means of implementation for adaptation action, including mobilization and engagement of relevant organizations, regional centres and networks, and development and implementation of strategies to build the capacity of LDCs in accessing support.

Your main responsibilities:

1. Leading a team of professional staff with and through whom full support is provided to ensure the smooth and efficient deliberations of the LEG and NAP unit:

- a. Provides technical leadership to the unit with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives;
- b. Manages the unit's human resource functions including by drafting job descriptions, drafting recruitment requests including interview questions and participation on panels, conducting performance appraisals of unit staff as first line supervisor, identifying training needs and

- counselling staff on performance issues as well as providing career development guidance; and
- c. Fostering teamwork among staff in the unit and other units in the division and wider secretariat.

2. Manages the unit, ensuring all technical documentation and reports, meeting and workshop organization, logistics and travel support required to support effective and efficient deliberations and decision-making:

- a. Serves as secretary to the LEG, and lead officer for supporting its meetings and workshops as well as the implementation of its work programme and supporting the formulation and implementation of NAPs, ensuring close working and advisory contacts with the LEG Chair and members;
- b. Serves as overall lead on the NAP 3.0 initiative and oversees all work under this workstream;
- c. Addresses a variety of adaptation-related issues, from planning, to implementation, to support and monitoring and review, including the reports of the LEG meetings and other outreach products;
- d. Manages communications with the LEG and with related constituted bodies under the Convention as well as associated national, regional and international organizations, centres and networks and other stakeholders, maintains a wide network of adaptation stakeholders;
- e. Prepares agendas, annotations and briefings for the Chair and rapporteurs of the group as well as technical support in formulating proposals and conclusions, decisions and recommendations;
- f. Oversees the organization and logistics, including travel, of all LEG meetings and workshops;
- g. Provides substantive technical and procedural support to Chairs of negotiating bodies, contact groups and meetings in relation to the work of the unit.

3. Represents and supports the division's knowledge management function. Activities include but are not limited to:

- a. Enhances synergy and coordination of the work of the unit among the other Adaptation subdivisions as well as with other divisions within the secretariat and contributes to achieving the overall mandates and goals of the LEG as well as the secretariat;
- b. Provides input to co-operative activities with regional and international organizations, institutions and networks to enhance their contribution to the work of the LEG;
- c. Promotes outreach by participating in adaptation relevant meetings and workshops, both internal and external to the secretariat, to strengthen cooperation with other regional and international organizations, institutions and networks, as well as Parties;
- d. Participates in environmental scanning for current knowledge and science, best practices and lessons learned pertaining to adaptation issues and internal dissemination of same;
- e. Contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, global best practices and lessons learned in the area of adaptation planning and policies;
- f. Develops communication strategies for NAPs, NAPAs, LEG, and LDC matters; and oversees development of various outreach products in support of adaptation.

4. Mobilizes resources. Activities include but are not limited to:

- a. Enhances the secretariat's effectiveness in resource mobilization efforts by assisting the Subdivision Manager and Division Director in the preparation of proposals and donor agreements for supplementary funding for activities in support of the LEG work programme as well as the work supporting the NAP process, and subsequent reporting on progress to donors;
- b. Provides substantive input to the secretariat's central resource mobilization unit in Operations Coordination.

5. Performs any other job-related activity required to achieve the goals and objectives of the subdivision, the division and/or the 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.

Managerial Competencies:

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: An advanced university degree (Master's degree or equivalent degree) in international relations, law, climate change, environmental science or related area is required. 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: A minimum of seven (7) years of progressively responsible experience in climate change, environment, international relations or related area is required.

Language: Fluency in written and spoken English. Working knowledge of another UN language is an asset.

Specific professional knowledge and job-related skills:

Specialized expertise in leading teams, planning and project implementation.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will 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\$ 86,027
(plus variable post adjustment, currently 40.0% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

The 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.