



## ANNOUNCEMENT FOR TEMPORARY JOB OPENING

**Associate Programme Officer, P-2**  
Means of Implementation Division  
Technology Subdivision,

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
07 May 2021 23:59 hrs CET	21/TJO06/Mol	As soon as possible	Twelve months	Bonn, Germany

Publication date: 23 April 2021, Post number: 31013419, Funding: SB-014973.05

**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**

The Associate Programme Officer post is located in the Technology subdivision, Policy and Strategy Unit (PSU) within the Means of Implementation (MOI) division. The Unit supports the work of the TEC, including on both the process side and substance, as well as the implementation of communication and outreach of the TEC, gender mainstreaming into the work of the TEC, and monitoring and evaluating the TEC activities in a number of thematic areas.

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

Under the direct supervision of the Team Lead of the PSU and the general guidance of the Manager, Technology subdivision, you will be mainly responsible for providing: (1) technical and organisational support to the TEC meetings and events; (2) support to the substantive work of the TEC in relevant thematic areas; (3) support to the implementation of communication and outreach activities of TEC; and (4) support to the inter-governmental process on technology development and transfer.

### **Your responsibilities**

You will carry out the tasks outlined below:

- 1. Provide technical and organizational support to the organization of TEC meetings and event, by:**
  - a. Supporting the preparation and organization of TEC meetings, including the drafting of the agenda, annotations, scheduling of meetings, and presentations, speaking notes and briefing notes for the Chair and Vice Chair as required;
  - b. Supporting the preparation of TEC meeting documents, as required;
  - c. Supporting the preparations of the meetings, including preparing TEC members for using the virtual platforms, through preparing guidelines and conducting testing prior to the meetings;
  - d. Updating the TEC home page on the TT:CLEAR with relevant information prior to and after



TEC meetings; and

- e. Preparing draft TEC meeting reports and coordinating input from relevant colleagues and others involved in this process.

**2. Provide support to substantive the work of the TEC in accordance with the agreed rolling workplan of the TEC in relevant thematic areas, by:**

- a. Supporting the work of the Taskforces on Innovation, Enabling environment and capacity building, and Stakeholders collaboration, through:
  - o Conducting analytical work on policy options, preparing background documents and concept notes, liaising with relevant observers and stakeholders, to support Innovation taskforce work on advanced emerging technologies to decarbonize energy supply system;
  - o Conducting analytical work on policy options, preparing background documents and concept notes, liaising with relevant observers and stakeholders, to support Enabling environment and capacity-building taskforce work on advanced technologies for sustainable transport;
  - o Supporting the organization of events (dialogues, webinars, etc) in relation to the work above; and
  - o Supporting the organization of events as part of the Technology Day series on “Innovative approaches on adaptation technologies”, events to launch TEC publications, and other TEC events through:
    - Preparing draft agenda, concept notes, identifying and supporting speakers, liaising with partner organisations, etc;
    - Liaising with ICT on necessary arrangements and tools needed for virtual events; and
    - Drafting summary reports of the events.
- b. Supporting the work of the TEC and the secretariat on NDC-related matters including, through:
  - o Preparing background documents and/or concept notes to facilitate the joint work of TEC and CTCN on NDC and technology;
  - o Contributing to the analysis of challenges and lessons learned with regard to NDC implementation from the perspectives of technology; and
  - o Providing substantive support to the ongoing work of the Division on the analysis and synthesis of Technology and NDC.
- c. Supporting the Gender Focal Points of the TEC in mainstreaming gender consideration into TEC work and support the implementation of joint TEC and CTCN work with regard to Gender and Technology by:



- Preparing information with regard to gender distribution of the TEC; and
  - Supporting the UNFCCC secretariat in developing and maintaining a roster of gender experts to call upon for various events, workshops, activities and for consultation during technical assistance implementation.
- d. Contributing to the implementation of monitoring and evaluation of activities of the TEC through collecting, analysing and presenting data and other related information gathered from various sources in accordance with the TEC monitoring and evaluation framework.

**3. Provide support to the implementation of communication and outreach activities of the TEC, by:**

- a. Updating of website content with regard to the work and outputs of the TEC in TT:CLEAR;
- b. Supporting the timely distribution of policy recommendations and products of the TEC to the target audiences;
- c. Developing content for use in social media and/or video production, and promotional articles for SIA and the Newsroom, to help promote the work and outputs of the TEC;
- d. Supporting the organisation of the Technology Mechanism outreach events and other events/meetings to publicise and showcase the work of the TEC; and
- e. Maintaining the contact database of technology stakeholders.

**4. Provide support to the intergovernmental process on matters related to technology development and transfer by:**

- a. Supporting the intergovernmental work and negotiations on technology-related matters under the COP, CMA, SBSTA and SBI, as required and appropriate, through the preparation of pre- and in-session documents, as well as providing support to Presiding officers during sessions and inter-sessional meetings;
- b. Conducting review and analysis of climate change and technology-related issues relevant to negotiation items assigned, including analysing and synthesizing relevant Parties' submissions, and contributes to preparation of a strategy for the implementation of further work and negotiations, as required and appropriate; and
- c. Assisting the preparation and organization of mandated workshops and expert meetings relevant to the negotiation process.

**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.



**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.

## **Your qualifications**

### **Educational Background**

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Required: Advanced university degree (M.A. or equivalent) in engineering, environmental science and policy studies, economics, development studies or a related discipline. A combination of a first level university degree (B.A. or equivalent) with additional years of relevant working experience at the professional level may be accepted in lieu of an advanced degree.

### **Experience**

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Required: At least two (two) years relevant professional working experience in the substantive aspects of climate change mitigation, adaptation, means of implementation, sustainable development or economics, of which at least one (1) year of professional working experience has been gained at the international level.

### **Language skills**

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

### **Specific professional knowledge and job-related skills**

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Knowledge on technology development and transfer issues, as well as familiarity with the intergovernmental process under the UNFCCC, preferably with a combination of substantive and process support experience. Sound analytical and strong drafting skills and good planning and organizational skills. Familiarity with information and outreach activities, and interaction with various stakeholders including government representatives, research institutions, NGOs, private sector are 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. 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\$ 4,067 to 4,629 (plus variable post adjustment, currently 33.8% 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 all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

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