



## VACANCY ANNOUNCEMENT

### Programme Officer, P-3

Finance, Technology and Capacity-building (FTC) Programme  
Climate Finance and Capacity-building Subprogramme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
09 June 2018 23:59 CET	VA 18/013/FTC	As soon as possible	One and half year 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 historic 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 Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

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

You will join the Climate Finance and Capacity-building subprogramme.

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

Under the direct supervision of the Team Leader of the Unit, and the general guidance of the Manager of the Climate Finance and Capacity Building sub-programme, you will (a) provide technical advice and support to the Standing Committee on Finance and intergovernmental processes on matters related to transparency of support; (b) undertake work on transparency of support and mobilization of climate finance; and (c) support outreach efforts of the unit and the subprogramme.

#### **Expected key results:**

- Technical advice and substantive support to the Standing Committee on Finance and the intergovernmental process on matters related to transparency of support provided and mobilised by developed countries to developing countries;
- Technical documents on matters relating to transparency of support; and
- Support outreach efforts with non-state actors involved in tracking and reporting climate finance and capacity-building.



**You will have the following responsibilities:**

- I. You will undertake work related to transparency of support and mobilization of climate finance through the provision of technical documentation. Activities include but are not limited to:
  - a) Providing substantive and technical support for the preparation of the biennial assessment and overview of climate finance flows of the Standing Committee on Finance, including identification and analyses of information on climate finance flows, sources, instruments, channels, and the assessment of climate finance flows;
  - b) Preparing compilation and synthesis of climate finance and capacity-building information submitted by Parties as part of their reporting obligations through national communications and biennial reports, as well as biennial update reports and other national reports;
  - c) Providing substantive support in the preparation of compilation and synthesis of strategies and approaches for scaling up climate finance, as well as indicative quantitative and qualitative information related to obligations for the provision of financial resources to developing countries under the Convention and the Paris Agreement;
  - d) Preparing a variety of written outputs, e.g. technical papers, background papers, concept notes and other substantive documents on matters related to transparency of support and the mobilization of climate finance; and
  - e) Identifying and implementing, in collaboration with other units, improvements for enhancing access to information on climate finance and capacity building support provided to developing countries, including through portals and web-based platforms administered by the sub-programme.
- II. You will support to the intergovernmental processes and the work of the Standing Committee. Activities include but are not limited to:
  - a) Providing substantive support to the intergovernmental negotiations on climate finance and transparency of support by supporting considerations of agenda items under the subsidiary bodies, COP, and the CMP, and preparing relevant official documents, annotations, briefing for the chairs of the relevant negotiating bodies, as well as providing technical support in formulating proposals and conclusions, decisions and recommendations, including identifying problems and proposing corrective actions;
  - b) Providing substantive and organizational support to the work of the Standing Committee on Finance on matters related to measurement, reporting and verification of climate finance;
  - c) Providing technical support for the organization of climate finance meetings and events including drafting technical documents, annotations, speaking notes, options for consideration, background papers on various issues relating to investment and financing to address climate change; and
  - d) Ensuring that Parties are provided with the relevant information to support their decision-making by providing technical guidance to inter-governmental processes on analyses of policy issues related to investment and financing to address climate change.



III. With regard to outreach and liaising, your activities will include, but are not limited to:

- a) Undertaking outreach activities with stakeholders to the development of strategic partnerships and collaborations with stakeholders to maximize impact of cooperation on climate finance transparency and tracking;
- b) Representing the secretariat at international, regional and national conferences, workshops, meetings and seminars on matters relating to climate finance; and
- c) Maintaining contacts with UN and other international bodies, Parties, IGOs, private sector, NGOs and other relevant stakeholders to strengthen cooperation and enhance the understanding of finance options to address climate change mitigation and adaptation in developing countries.

### **What are we looking for**

#### **Educational background**

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Required: Advanced level university degree in economics, or international affairs, preferably including development economics or environmental economics, environmental science or a related discipline. A combination of relevant academic qualifications and an additional two years' experience at the professional level may be accepted in lieu of an advanced degree.

#### **Experience**

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Required: At least five years relevant working experience in climate change policy, finance, and transparency related issues, of which at least two years at an international level.

Asset: Experience in financial assistance programmes, as well as analyzing and preparing technical and policy papers on climate finance topics, and promoting cooperative action among relevant stakeholders on climate finance and related matters.

#### **Language skills**

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Required: Fluency in English.

Desired: Working knowledge of French and/or other UN languages.

#### **Specific professional knowledge**

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Required: Familiarity with policy formulation and interaction with various stakeholders including governments, international organizations, research institutions and private sector desirable. Good knowledge of the multilateral and/or negotiation processes, particularly as it relates to climate finance, ability to perform well in a team, and ability to interact effectively with delegates, colleagues from other programmes as well as with both private and public sector representatives. Knowledge of bilateral and multilateral and international funding instruments supporting climate change mitigation and adaptation in developing countries.



### **Job related skills**

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Required: Excellent drafting skills;  
Excellent communication skills both written and oral; and  
Good knowledge of issues pertaining to climate change financing.

### **What is the selection process**

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Communicating with impact, being responsive to clients and partners, working with teams, delivering results.

### **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. Qualified women candidates and candidates from developing countries are especially encouraged to apply.
2. Service is limited to the UNFCCC Secretariat.
3. 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.
4. Indicative net annual salary and allowances:  
US\$ 59,151 to US\$ 66,332  
(plus variable post adjustment, currently 35.5% of net salary),  
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>