



## VACANCY ANNOUNCEMENT

**Associate Programme Management Officer, P-2**  
Means of Implementation Division  
Climate Finance Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
4 October 2024 23:59 hrs CET	VA 24/065/MOI	As soon as possible	One 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 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 in the Means of Implementation division, and more specifically in the Climate Finance subdivision, which supports climate finance work to enable enhanced implementation of the Convention and the Paris Agreement, which will be the priority for the biennium.

Reporting to the Team Lead, Country and Private Sector Engagement Unit, the incumbent provides critical assistance and support to implementation work, enabling the enhanced impact of the Convention and the Paris Agreement to Parties with a view to mobilizing and scaling up support for implementing the Convention, the Kyoto Protocol and the Paris Agreement. This is performed through the support of the climate finance architecture, and by cross cutting activities with other units in the subdivision. The Policy and Analysis unit enables enhanced implementation of climate finance related mandates through coordination of work within and outside of secretariat processes.

### **Your responsibilities**

Within delegated authority, the Associate Programme Officer will be responsible and accountable for the following duties:

#### **1. Supporting the engagement of developing countries and the private sector related to climate finance under the Convention and the Paris Agreement:**

- Provides substantive and technical support on matters relating to developing country and private sector climate finance access, finance mobilization and investment by undertaking analysis, preparing briefing notes and strategies; drafts proposals texts, briefing management, organizing sessions, as well as providing timely inputs and support to meetings, information consultations, side-events, and activities undertaken by the unit.
- Provides substantive and technical support on ways and means to address developing country needs and priorities and translating climate finance needs into action by identifying and supports the formulation of climate finance mobilization and access strategies, implementation



plans, project pipelines, technical assessments, development of project pipelines, options for accessing and mobilizing climate finance, training material, guide- and handbooks and reports.

- c. Provides support for the organization of meetings, consultations, side events, workshops and engagements with country and private sector stakeholders by preparing briefing notes and speaking notes, preparation of legal agreements, logistic and participant arrangements as well as documentation of related outcomes and reports and other activities.
- d. Supports the maintenance and updating of information on relevant web sites, media, newsroom and other articles with relevant information on country and private sector engagement through developing content web content, and drafting promotional material, brochures and the publishing and relevant sources of information and documents.

## **2. Supporting intergovernmental work related to needs and guidance:**

- a. Supports the preparation of the technical reports needs of developing countries, including by collecting, processing, and analyzing climate finance data, developing datasheets, undertaking technical analyses, developing content web content, and drafting promotional material, etc.
- b. Compiles, synthesizes, and analyzes data and information needs and flows of finance from national communications, biennial reports, biennial update reports, other national reports, submissions by Parties, and other relevant sources of information and databases.
- c. Provides support for the organization of the in-session events on needs and technical meetings and events that address matters related to work on needs by drafting annotations, speaking notes, options for consideration, and background papers.
- d. Provides substantive and technical support on work of the subdivision in the intergovernmental process on climate finance particularly on the guidance to the operating entities and the discussions on the needs of developing countries and the role of the private sector also by identifying, gathering and analyzing data and information, and providing appropriate support in maintaining related web-based databases, as necessary.
- e. Identifies and enhances synergies and collaborations with the operating entities on matters relating to improvement of access to climate finance to support the priority needs of developing countries as outlined in the regional and country strategies.

## **3. Representation and partnerships:**

- a. Drafts responses to comments, statements, queries of parties and prepares executive briefs, drafts and reports; brings issues of political sensitivity on potential impact to the secretariat's reputation and work, to the attention of the Team Lead and Chief of the subdivision.
- b. Supporting the interaction of the unit with the international, national and sub-national public and private finance agencies, including but not limited to regulators, national banks, central banks, bilateral and regional agencies, UN agencies, and other networks in the context of the work plan of the unit.
- c. Supports the unit in identifying linkages and complementarities on technical issues related to climate finance, country needs and private sector finance across areas of work within and across the regional collaboration centres and secretariat divisions.



- d. Performs any other related activity required to achieve the goals and objectives of the 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.

**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**

**Required:** Advanced university degree (Master's degree or equivalent) in environmental science and policy studies, economics, development studies or a related discipline.

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 relevant professional working experience on climate change policy, including climate finance, of which at least one (1) year of professional working experience at international level is desirable. Experience in supporting stakeholder engagements, private and public partnerships, climate funds, needs, climate finance flows, finance mobilized and provided of developing countries are desirable.



### **Language skills**

**Required:** Fluency in English (both oral and written) is required. Knowledge of another of the working languages of the UN Secretariats 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.  
Indicative net annual salary and allowances:  
US\$ 50,377  
(plus variable post adjustment, currently 43.8% 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 candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.