



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

Programme Officer, P-3

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

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
16 September 2019 23:59 hrs CET	19/TA22/FTC	As soon as possible	Six months	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.

What will you be doing

Joining the Climate Finance subprogramme within the Finance, Technology and Capacity Building programme, you will be mainly responsible for providing technical support on matters related to the financial mechanism of the Convention and to determination of the needs of developing country Parties related to implementing the Convention and the Paris Agreement.

You will have the following responsibilities:

Under the direct supervision of the manager of the Climate Finance subprogramme, you will: (a) support the intergovernmental process relating to the financial mechanism of the Convention and the Adaptation Fund; (b) provide technical support on work related to needs assessments of developing countries; and, (c) support work relating to internal and external collaborations on related matters.

1. You will support the intergovernmental process on matters related to the financial mechanism of the Convention. Activities include but are not limited to:
 - a) Providing substantive and technical support on guidance to and reviews of the operating entities of the financial mechanism of the Convention under the Conference of the Parties, as well as the Conference of the Parties serving the Paris Agreement by undertaking analysis, preparing briefing notes and strategies, drafting decisions text, briefing management, organizing sessions, as well as providing timely inputs and support to the group meetings, information consultations, side-events, and activities undertaken by the co-chairs;
 - b) Providing technical support and substantive input to the meetings of the Standing Committee on Finance (SCF) on the preparation of technical documentation on guidance to the



- operating entities, reviews of the financial mechanism, and complementarity and coherence with other funds by preparing background papers for the meetings of the SCF, compiling and synthesising submissions on guidance to operating entities, undertaking the necessary analysis and research to conduct the reviews on review of the financial mechanism, preparation of technical papers, and supporting the co-facilitators;
- c) Monitoring the actions of operating entities and other multilateral climate funds to promote the participation of private sector actors in projects in developing countries by collecting and analysing information on relevant policies and modalities, private sector facilities and programmes, financial instruments, outreach plans, etc;
 - d) Undertaking analysis and providing technical and substantive inputs to enhance access to information related to operating entities and multilateral climate finance, including but not limited to the GEF and GCF modules in the Climate Finance portal;
 - e) Enhancing collaboration and synergies across the different substantive areas of the secretariat related to multilateral climate finance by initiating cross-programme initiatives, identifying key areas of synergy, providing technical inputs into draft decision texts, and seeking views on the needs for enhanced multilateral climate finance in other areas with a view to providing recommendations.
2. You will provide technical support in the assessment of climate finance needs. Activities include but are not limited to:
- a) Providing substantive and technical support in the assessment of climate finance needs of developing countries and facilitating support to address those needs by leading country and regional projects and facilitating the engagement of multilateral climate funds, multilateral development banks, bilateral development institutions and private sector in the project development and implementation;
 - b) Providing substantive and technical support on work of the subprogramme in supporting developing countries translate the needs and priorities into actions by identifying, gathering and analyzing information on needs and providing appropriate support, as necessary;
 - c) Identifying and enhancing synergies and collaborations with other units and programmes within the secretariat on matters relating to private climate finance and needs of developing countries.
3. You will collaborate with the operating entities, constituted bodies under the Convention, and international organizations, on matters related to multilateral and private sector climate finance. Activities include but are not limited to:
- a) Developing and sustaining strategically beneficial relationships with the GCF and the GEF, United Nations agencies, private sector associations and other relevant entities;
 - b) Working jointly with the operating entities on matters relating to implementation of action points arising from guidance by the COP and CMA as well as the review of the financial mechanism;
 - c) Attending and participating in relevant meetings of constituted bodies of the Convention and other international and national meetings in order to undertake outreach activities and liaison with appropriate institutions and organizations; and



- d) Pro-actively keep abreast of related technical and substantive information on all relevant multilateral and private sector climate finance issues and provide guidance and recommendations to management and other colleagues as appropriate.

What are we looking for

Educational background

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

Experience

Required: At least five (5) years of relevant professional working experience at the national and/or international level in climate change issues, climate finance, development studies or related fields. Experience in analyzing and preparing technical and policy papers on climate finance related issues.

Language skills

Required: Fluency in English (both oral and written)

Desired: Working knowledge of another UN official language.

Specific professional knowledge and skills

Required: Experience working on climate finance issues and supporting an intergovernmental expert body such as the Intergovernmental Panel on Climate Change and expert groups of UNFCCC or other multilateral environmental agreements (e.g. CBD, CCD).

Desired: Familiarity with policy formulation and interaction with expert groups and various stakeholders, including governments, international organizations, research institutions and the private sector.

Which are the core competencies

Applying Professional Expertise. This core competency is about demonstrating an ability to work in a competent and committed manner: 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. This core competency is about the ability to express oneself in conversations and interactions with others, listen actively; produce effective presentations and ensure that information is shared: 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. This core competency is about the ability to develop and strengthen internal and external partnerships that can provide information and support to the secretariat): 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. This core competency is about the ability to develop and promote effective relationships with colleagues and team members. 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

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 monthly salary and allowances:
US\$ 5,019 to USD 5,628
(plus variable post adjustment, currently 27.9% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>