



VACANCY ANNOUNCEMENT

Programme Officer, P-3
Means of Implementation Division
Technology Subdivision

| Deadline for application | Announcement number | Expected date for entry on duty | Duration of appointment | Duty Station |
|----------------------------------|---------------------|---------------------------------|--|---------------|
| 9 December 2022 23:59 hrs CET | VA 22/071/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, Germany, in the Means of Implementation division, which provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

Within MOI, the Technology subdivision supports intergovernmental work and negotiations on matters related to technology development and transfer and related activities to support developing countries to accelerate their enhanced action on mitigation and adaptation. It also facilitates the effective implementation of mandated actions by the Technology Mechanism which assists developing countries to implement their technology actions to achieve the full implementation of the Convention and the Paris Agreement.

The Technology subdivision consists of two units: (1) Technology Policy and Strategy and (2) Technology Support and Implementation. This position is situated in the Technology Policy and Strategy unit. Under the general guidance of the Manager (P-5), Technology, and the direct supervision of the Team Lead, Technology Policy and Strategy, the Programme Officer provides substantive support on matters related to the design and analysis of the policy and strategy to ensure a coherent and effective implementation of the Technology Mechanism established under the Cancun Agreements and further defined by the Durban Outcomes, including in supporting the implementation of the Paris Agreement. The Programme Officer also supports the intergovernmental work and negotiations under different bodies to the UNFCCC on matters related to development and transfer of technologies, taking into account guidance from Parties.

Key results/accountabilities are:

- Intergovernmental work and process on development and transfer of technologies
- Implementation and operation of the Technology Executive Committee (TEC)
- Information sharing and stakeholder engagement
- Inter-agency collaboration



Your responsibilities

. Supporting the intergovernmental work and process on development and transfer of technologies:

- a. Provides substantive support to the intergovernmental work and process on issues related to the development and transfer of technologies under the Conference of Parties serving as the meeting of the Parties to the Paris Agreement (CMA), Conference of the Parties (COP) and its subsidiary bodies through preparing background documents, annotations, briefing notes and drafting text for the Chairs and facilitators of technology negotiating groups under different bodies, as well as provides timely inputs and support to the group meetings, informal consultations and side events;
- b. Compiles, analyses and synthesizes submissions from Parties and inputs from relevant international organizations to facilitate deliberations among Parties; drafts background documents including coordinating the work of consultants to prepare technical papers and documents on selected issues for consideration by Parties in particular on the development of policy and strategy to enhance national and international cooperation on technology development and transfer as mandated by the CMA, COP and the subsidiary bodies;
- c. Provides substantive support on the planning and organisation of intersessional and in-session expert meetings or workshops on issues related to technology development and transfer as mandated by the CMA, COP and/or its subsidiary bodies.

2. Supporting the effective implementation of the work and functions of the Technology Executive Committee (TEC):

- a. Provides substantive support to the Technology Executive Committee (TEC) in implementing its function and work plan on developing policy and strategy options, aiming at catalysing technology development and transfer action at the international, regional and national levels to enhance action on mitigation and adaptation on the ground, including through organizing relevant thematic dialogues, expert meetings and workshops, preparing documents and/or technical papers and TEC briefs, supporting the TEC in preparing its recommendations for consideration by the CMA, COP through subsidiary bodies, and liaising with relevant organizations in implementing the recommendations of the TEC on these matters;
- b. Acts as the focal point of the TEC and coordinates the preparation and organization of its meetings by: preparing draft provisional agendas and annotations, briefing notes and speaking notes, and draft meeting reports, in accordance with the rules and procedures of the TEC; supporting the presiding officers for the preparation and proceeding of TEC meetings and for other related meetings and side events; and continuously improving the process for meeting preparations and proceedings;
- c. Provides substantive support to facilitate an effective and coherent interaction between the TEC and the Climate Technology Centre and Network (CTCN) by: ensuring effective information flow on progress of the work and activities of the TEC and CTCN, supporting the preparation of the joint annual report of the TEC and CTCN for consideration by the COP through the subsidiary bodies, and supporting the organization of joint activities and events of the TEC and CTCN.

3. Information sharing and stakeholder engagement:

- a. Liaises with the TEC to ensure effective flow of information and communication to and among members, and maintains regular updates of the meetings, related documentation, activities, and membership of the TEC in the technology information clearing house (TT:CLEAR);



- b. Advises and supports the Chair and Vice Chair of the TEC in their interaction with other relevant bodies and institutions as mandated by the COP including their participation in events organized within and outside the Convention to outreach the work of the TEC;
- c. Liaises with relevant stakeholders including international organisations, NGOs, private sector, research institutions and academia to ensure their effective support and participation in the work of various thematic task forces of the TEC in the implementation of the work plan of the TEC;
- d. Ensures that the work of the sub programme and the TEC fully briefed and well informed of the work and activities of relevant bodies and institutions under and outside the Convention in order to facilitate coherent and synergy of activities, and contribute to achieving the overall mandates and goals of FTC and the secretariat.

4. Inter-agency collaboration:

- a. Liaises with relevant international organizations and agencies, the private sector, and the academic institutions in order to enhance collaboration and mobilizes their support for the implementation of the Technology Mechanism, in particular the work of the TEC;
- b. Contributes to events, reports and other activities organised by partner agencies.

5. Performs any other job related activity required to achieve the goals and objectives of the Technology Policy and Strategy unit, the Technology subdivision and the MOI division of the secretariat: This includes representing the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.

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.

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 engineering, environmental science, economics, development studies, or related field. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: A minimum of five (5) years of progressively responsible experience in engineering, environmental science, economics, development studies or related areas. Broad knowledge of the UN system in general (highly desirable).

Language skills

Required: Excellent writing skills in English are required. Working knowledge French, Spanish and Russian is an asset.

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\$ 62,692 to US\$ 70,303

(plus variable post adjustment, currently 20.2% 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.