



TEMPORARY JOB OPENING

Programme Officer, P-3
Adaptation Division,
Vulnerability Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 January 2026 23:59 hrs CET	26/TJO1/A	As soon as possible	364 days 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.

The Adaptation division helps Parties enhance their adaptive capacity, build resilience, and decrease vulnerability to climate change. It offers comprehensive technical guidance and advice to countries on all aspects of adaptation and resilience, especially in assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerabilities; and improving implementation and monitoring progress.

Where you will be working

This position is located within the Adaptation Division's Vulnerability Subdivision. The subdivision brings together Parties and non-Party stakeholders to assess and respond to climate impacts by integrating diverse knowledge systems and lived experiences. It works to identify and address climate vulnerabilities to foster intergenerational resilience; co-create inclusive and just climate actions rooted in community realities; and apply diverse forms of knowledge to inform ambition and deliver context-specific, actionable solutions.

The Vulnerability subdivision consists of two units:

1. The NWP unit supports the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP), including the Lima Adaptation Knowledge Initiative (LAKI).
2. The LCIPP unit supports the Local Communities and Indigenous Peoples Platform (LCIPP) and its Facilitative Working Group (FWG).

The Programme Officer reports to the Team Lead of the NWP unit, provides substantive support to the Nairobi work programme, and is responsible for supporting the negotiations on the NWP, as well as for coordinating and monitoring the implementation of activities mandated under the NWP.

Your responsibilities

Reporting to the Team Lead, the Programme Officer will

1. Support the intergovernmental process:

- a. Prepare all substantive documentation, including background and concept papers, analytical



- briefs, policy proposals and regular and ad hoc reports.
- b. Provide technical support to negotiations on the NWP and other related agenda items by formulating proposals, conclusions, decisions and recommendations, identifying negotiation gaps and proposing options or refinements for Party consideration.
- c. Prepare mandated documents, technical papers and annual progress reports.
- d. Ensure that Parties are furnished with relevant information to support their decision-making.

2. Lead and monitor the effective implementation of activities under the NWP

- a. Coordinate the implementation of activities under the NWP activities, such as thematic areas, Lima Adaptation Knowledge Initiative, UN Climate Change and Universities Partnership Programme), and leads the delivery of related workshops, expert dialogues and intersessional mandated activities.
- b. Apply forward-looking, inclusive and adaptive methodologies to support the implementation and monitoring of NWP activities in countries and regions.
- c. Facilitate the co-creation and dissemination of knowledge and know-how through inclusive and participatory processes that engage diverse knowledge systems, including scientific, experiential, Indigenous knowledge, and local knowledge.
- d. Coordinate the timely and targeted delivery of understandable and actionable knowledge and know-how tailored to the evolving needs of countries and communities at all levels for scaling up adaptation action.
- e. Promote the use of innovative and emerging technologies, as appropriate, to enhance the implementation of activities under the NWP.

3. Foster and maintain strategic partnerships with a wide range of stakeholders, including Parties, UNFCCC constituted bodies, relevant workstreams, and external partners to advance the generation, sharing, and uptake of knowledge and know-how for adaptation action

- a. Engage and collaborate with the UNFCCC constituted bodies and workstreams to deliver knowledge and expertise that support the implementation of their workplans, including in the context of the process to formulate and implement national adaptation plans.
- b. Expand collaboration with diverse knowledge holders, including scientific institutions, private sector actors, Indigenous knowledge holders, and local knowledge holders in implementing activities under the NWP.
- c. Strengthen partnerships with other UN conventions and bodies to ensure coherent and synergistic implementation of work in relevant external contexts.
- d. Liaise with and contribute to relevant adaptation workstreams and constituted bodies by providing inputs, supporting alignment of knowledge outputs and/or facilitating technical linkages.
- e. Facilitate engagement with NWP partners, external stakeholders and Parties and supports the mobilization of intellectual contributions around NWP thematic areas and novel topics.

4. Perform any other job-related activity required to achieve the goals and objectives of the subdivision, the division or 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.

Your qualifications

Educational Background:

Required:	An advanced university degree (Master's degree or equivalent) in a field related to climate change adaptation, such as climate science, ecology, environmental studies, economics, sustainable development, or international relations, is preferred. A first-level university degree (Bachelor's degree or equivalent), in combination with an additional two (2) years of qualifying professional experience, may be accepted.
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Experience:

Required:	A minimum of five (5) years of progressively responsible professional experience in climate change, environment, international relations, or a related area is required. Of these, at least two (2) years must be in an international setting, preferably within the United Nations system or a similar multilateral context. At least three (3) years of experience in stakeholder engagement and knowledge-related work. Familiarity with the UNFCCC intergovernmental process, including experience in drafting technical and policy papers in the context of climate change adaptation, is required.
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Asset:	Experience applying foresight and other forward-looking methodologies to inform adaptation planning and implementation. Experience fostering partnerships to close adaptation knowledge gaps and in promoting cooperative action is desirable. Proven experience in drawing on diverse knowledge systems and engaging with a wide range of knowledge holders to generate actionable insights that inform policy and support adaptation implementation is highly desirable.
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Language skills:

Required: Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

Specific professional knowledge:

Knowledge of the diverse climate change issues affecting Indigenous Peoples, local communities, vulnerable groups, and ecosystems is desirable. Familiarity with policy formulation and engagement with various stakeholders including constituted bodies under the Convention and Paris Agreement, governments, regional and international organizations, research and academic institutions and private sector, is considered an asset.

Job-related skills:

Strong analytical, organizational, and problem-solving skills, with the ability to translate complex climate issues into practical outputs, are required. The ability to engage and build networks with a wide range of stakeholders is essential. Skills in coordinating strategies and technical processes, and in supporting the preparation of high-quality technical reports and policy papers, are highly desirable. Candidates must demonstrate the ability to engage effectively with a wide range of stakeholders, such as governments, international organizations, civil society, and knowledge holders, to support policy and technical processes, and must possess strong oral and written communication skills, with the ability to convey complex ideas clearly and persuasively.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will 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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
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\$ 5,945
(plus variable post adjustment, currently 40.9% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>



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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.
