



## 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
28 July 2024 23:59 hrs CET	VA 24/046/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 of the Loss and damage and adaptation finance Unit in the Climate Finance Sub-Division, the incumbent is responsible and accountable for (a) supporting the intergovernmental process on matters related to loss and damage and adaptation finance; (c) supporting information and data collection on matters related to finance for loss and damage, adaptation and resilience; and, (c) support outreach and partnership. This is performed through the support of the climate finance architecture, and by cross cutting activities with other units in the subdivision. The unit enables enhanced implementation of adaptation and loss and damage 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:

#### **Supporting the intergovernmental process on matters related to loss and damage and adaptation finance:**

- Provide in-session and intersessional substantive and technical support on matters relating to finance loss and damage, adaptation, and resilience by drafting annotations, briefing notes, speaking notes and strategies, and undertaking analysis; drafts decision texts, briefing management, organizing sessions, as well as providing timely inputs and support to meetings, information consultations, side-events, and activities undertaken by the co-chairs of the negotiating groups under COP and CMA;
- Provide substantive and technical support to the Standing Committee on Finance (SCF) in preparation of draft guidance to the Fund for responding to loss and damage, by analyzing



information from annual reports of the Fund and related documentation and drafting recommendations and proposals for consideration by the COP and the CMA;

- Support the Team Lead in liaison with the secretariats of the Fund for responding to loss and damage and the Adaptation Fund, and support the implementation of related activities on the UNFCCC side;
- Support the organization of meetings related to finance for responding to loss and damage; and adaptation and resilience; including administrative preparation and documentation and by drafting annotations, speaking notes, options for consideration, and background papers;
- Under the guidance of the Team Lead, communicate with the funding arrangements for responding to loss and damage as part of outreach work, including with the Standing Committee on Finance, Santiago Network and other bodies, the Fund for responding to loss and damage, multilateral development banks and international financial institutions, multilateral climate funds, UN agencies and International Organizations, bilateral development cooperation agencies, civil society, Indigenous Peoples and the philanthropic sector.

#### **Supporting information and data collection on matters related to finance for loss and damage, adaptation and resilience**

- Support the preparation of technical reports mandated by the COP and CMA including but not limited to the biennial assessment and overview of climate finance flows, the determination of needs of developing countries, and report on doubling of adaptation finance by 2025 including by collecting, processing, and analysing information and data on finance for loss and damage, adaptation finance, and resilience, developing datasheets, undertaking technical analyses, developing content web content, and drafting promotional material, etc.;
- Compile, synthesize and analyze data and information on finance for loss and damage and adaptation from national reports to UNFCCC, including but not limited to biennial transparency reports, national adaptation plans, nationally determined contributions, adaptation communications, biennial communications of Parties in the context of Art. 9.5 of the Paris Agreement national communications, submissions by Parties, and other relevant sources of information and databases;
- Provide substantive and technical support on work of the subdivision in enhancing access to information on support provided to developing countries on loss and damage and adaptation actions by identifying, gathering and analyzing data and information, and providing appropriate support in maintaining climate finance data portal and other related web-based databases, as necessary;
- Identify and enhances synergies and collaborations with other units and divisions within the secretariat on matters relating to financial support to developing countries.

#### **Outreach and Partnerships:**

- Draft responses to comments, statements, queries of parties and prepares executive briefs, drafts and reports; bring 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;
- Support the interaction of the sub-division with funding arrangements for responding to loss and damage as well as multilateral and bilateral institutions that support adaptation in developing countries ;
- Support the subdivision in identifying linkages and complementarities on technical issues related to loss and damage and adaption finance across areas of work within and across divisions;



- Support the maintenance and updating of information on the needs of developing countries on the climate finance pages on the UNFCCC website;

**Perform any job-related activity required** to meet the overall goals and objectives of the Means of Implementation division, as well as those of secretariat-wide mandates.

### **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**

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**Required:** Advanced university degree (Master's degree or equivalent) degree 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**

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**Required:** A minimum of two (2) years of relevant professional working experience on climate change policy, including finance, of which at least one (1) year of professional working experience has



at international level is desirable. Experience in processing large datasets and information on needs of developing countries and stakeholder engagement are desirable.

### **Language skills**

**Required:** Fluency in English (both oral and written). Knowledge of another working language of the UNFCCC secretariat is 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 42.4% 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.