



VACANCY ANNOUNCEMENT

Programme Officer, P-3

Adaptation division
Review subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 January 2023 23:59 hrs CET	VA 22/084/A	As soon as possible	One year and six months 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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation division, and more specifically in the Review subdivision, which supports the provision of coherent and holistic guidance on adaptation to Parties, as well as provides adaptation input relevant to the technical analyses and syntheses for the Global Stocktake and facilitates engagement and outreach on adaptation to promote action towards the achievement of the objectives and goals of the Convention and the Paris Agreement.

What you will be doing

Reporting to the Manager (P-5), Review subdivision, the Programme Officer is involved in the following key areas:

- **Adaptation reporting and analysis**
- **Intergovernmental processes**
- **Work of the Adaptation Committee**
- **Crosscutting adaptation work**

Your responsibilities

1. **Leading technical and analytical work related to adaptation reporting in supporting implementation of the Paris Agreement, including relevant work by the Adaptation Committee (AC):**
 - a. Prepares summaries and other analytical and technical materials based on the adaptation communications in response to the needs of the secretariat, adaptation division and external requests;
 - b. Supports the AC work on adaptation communications and adaptation transparency arrangements, as well as any other relevant work of the AC;
 - c. Maintains the registry of adaptation communications, and other relevant webpages of the secretariat;



- d. Maintains a database of the substantive content of adaptation communications;
- e. Designs and maintains, in cooperation with the Transparency and Mitigation divisions, a database of information in adaptation components of nationally determined contributions (NDCs). Prepares adaptation sections of the secretariat's synthesis reports of NDCs;
- f. Designs and coordinates analysis of adaptation information in countries' long-term strategies under the Paris Agreement;
- g. Prepares presentations and other knowledge products, contribute to relevant trainings and workshops to support Parties and technical experts in understanding the arrangements for adaptation information under the Paris Agreement;
- h. Organizes intersessional activities, such as workshops and expert meetings, supporting substantive preparations for these activities, supporting preparation of project documents for fund raising and contributing to logistical planning;
- i. Organizes, guiding and monitoring the work of external consultants and contractors;
- j. Coordinates collaborative activities with UN, other international and regional agencies, programmes, and networks on matters relating to adaptation communications, NDCs and the transparency framework.

2. Supporting intergovernmental processes:

- a. Contributes to support on transparency arrangements as relates to adaptation;
- b. Prepares summary reports and other analytical and technical material in support of negotiations;
- c. Compiles briefing notes, talking points and background information;
- d. Assists the presiding officers and co-chairs in drafting negotiating texts, conclusions and decisions.

3. Contributing to the technical and analytical work and stakeholder engagement on crosscutting aspects of adaptation:

- a. Processes and the prepares the adaptation-related materials for the global stocktake (GST);
- b. Designs and maintains a structured database of information in adaptation communications for the first global stocktake;
- c. Leads the update of the synthesis reports by the secretariat referred to in paragraph 23 (b) of decision 19/CMA.1 for the first global stocktake based on the adaptation communications, as well as other provisions on cross-cutting aspects of adaptation, as necessary;
- d. Contacts national focal points and other stakeholders and organisations and UN bodies including UNEP, UNDP, OECD, IPCC, EEA, IEA to exchange information on relevant technical and policy issues, including the implementation of the corresponding COP and CMA decisions and conclusions.

4. Supporting cross-division and cross-secretariat adaptation work:

- a. Supports substantive information sharing within and between divisions for relevant activities. Identifies best practices, creating and adopting further data and information sharing within the secretariat in collaboration with the other subprogrammes to enhance the level of organizational knowledge sharing;
- b. Implements requests from the Executive division on adaptation-related inputs, collects inputs from the Adaptation division and external sources, synthesizing them into a single



- product and revising in accordance with the feedback received from the Adaptation Director and Executive division;
- c. Responds to the external requests, relating to UN-wide initiatives; analyses requests, synthesizes information and drafts responses and briefs.

5. Performs any other job-related activity required to achieve the goals and objectives of the unit, 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.

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery

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.

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: Advance university degree (Master's degree or equivalent) in international relations, public governance, environmental science, economics, development studies or a related discipline is required. A first level university degree (B.A. or equivalent) in combination with additional two years of extensive experience including team leadership may be accepted in lieu of an advanced degree.

Experience:

Required: At least five (5) years progressively responsible professional experience in supporting international negotiations, related analytical and technical work and in communications of issues related to adaptation is required. At least two (2) years of the total 5 must be at the international level with a



strong component of technical, analytical work and drafting of policy papers related to adaptation, transparency and broader issues related to the supporting complex international process and outreach.

Language skills:

Required: Fluency in English is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and through experience in representation and catalyzing consensus among diverse partners. Knowledge of a second official UN language is desirable.

Specific professional knowledge and skills and job-related skills

Knowledge of and experience in climate change adaptation issues in the context of broader climate change issues, adaptation communications, NDCs and their relation to the transparency system. Broad visionary knowledge on the implication of the Paris Agreement; knowledge and experience in the UNFCCC process.

Excellent analytical and drafting skills; good planning and organizational skills.

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.
3. Indicative net annual salary and allowances:
US\$ 62,692 to US\$ 70,303
(plus variable post adjustment, currently 22.9% of net salary),
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.

The UNFCCC secretariat has been made aware of various correspondence, being circulated via e-mail, from Internet web sites and via regular mail or facsimile, falsely stating that this correspondence is issued by, or in association with the UNFCCC secretariat and/or its officials. These scams, which may seek to obtain money and/or in many cases personal details from the recipients of such correspondence, are fraudulent.

Please see link below for more information:



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<https://unfccc.int/this-site/fraud-alert>
