

## VACANCY ANNOUNCEMENT

### Strategic Partnerships Coordinator, P-4 Resource Mobilization and Partnerships Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 February 2026 23:59 hrs CET	VA 26/002/RMP	As soon as possible	2 years with possibility of extension	Bonn

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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 Resource Mobilization and Partnerships (RMP) Unit. The RMP Unit leads the coordination of resource mobilization and partnership activities for the secretariat.

The incumbent leads the secretariat's engagement with philanthropies, the private sector, and high-net-worth individuals (HNWIs), mobilizing resources and developing strategic partnerships that support the delivery of the secretariat's mandates and priorities.

Under the supervision of the Chief of Staff (Executive Office), the incumbent will lead a coherent, strategic and coordinated approach to partnerships and resource mobilization with regard to philanthropies, the private sector and HNWIs, and will carry out the following functions.

#### **Your main responsibilities:**

Particular activities include:

1. **Strategic partnerships:** Lead strategic partnerships with philanthropies, the private sector and HNWIs; serve as the central focal point for high-value partnerships; ensure alignment with programmatic needs and UNFCCC priorities; prepare briefing materials for the Executive Secretary and provide guidance to senior leadership and divisions on partnership opportunities, donor trends and positioning.
2. **Resource mobilization:** Identify and cultivate funding opportunities with philanthropies, the private sector, and HNWIs; lead negotiations and finalization of agreements; coordinate partnerships to ensure delivery and alignment with secretariat priorities; contribute to resource planning, forecasting, and pipeline management.
3. **Secretariat-wide coordination and internal alignment:** Facilitate cross-secretariat coordination across divisions; strengthen information-sharing; maintain consolidated partnership pipelines; prepare materials and knowledge products for alignment and support strategic decision-making.

4. **Governance, due diligence and risk management:** Manage due diligence and risk screening for prospective private sector, philanthropic and HNWI partners to ensure compliance with UNFCCC policies; serve as Secretary of the Partnership Committee; coordinate the internal partnership review process.
5. **Team leadership:** Provide guidance and oversight to staff and consultants supporting strategic partnership development, resource mobilization and due diligence; coordinate planning, workflow and performance; ensure timely and high-quality delivery of outputs
6. **Other responsibilities:** Perform any other job-related duties required to achieve the goals and objectives of the secretariat, including contributing to priorities, participating in meetings and roundtables where relevant.

### **Competencies:**

**Being Accountable:** Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability within the work unit.

**Being Responsive to Clients and Partners:** Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

**Delivering results:** Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

### **Managerial Competencies:**

**Thinking Strategically and Building the Vision:** Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

**Education:** Advanced university degree (master's degree or equivalent) degree in political science, public policy, international relations, environmental studies, sustainable development, climate change, or related field. 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:** A minimum of seven (7) years of progressively responsible experience within international organizations, working on partnerships, sustainable development, environmental and/or climate change issues.

**Asset/s:** Experience in mobilizing at least seven-figure contributions from the private sector, philanthropies and HNWIs is highly desirable; experience working in an international setting; experience coordinating strategic partnerships and due diligence is highly desirable.

**Language:** Fluency in English (both oral and written) is required; knowledge of another UN official language is desirable.

**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. 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\$ 86,027  
(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>

The 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.