



TEMPORARY JOB OPENING

Associate Programme Officer, P-2 Resource Mobilization and Partnerships Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
1 February 2026 23:59 hrs CET	26/TJO2/RMP	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.

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 position supports the Strategic Partnerships Coordinator, who is responsible for secretariat-wide coordination of resource mobilization and partnerships with philanthropies, the private sector and high-net-worth individuals (HNWIs).

Under the supervision of the Strategic Partnerships Coordinator, the incumbent will contribute to a coherent, strategic and coordinated approach to partnerships and resource mobilization. The role will support the strengthening of the secretariat's engagement with philanthropies, the private sector and HNWIs, with emphasis on due diligence, partnership governance, strategic outreach, internal alignment and the development of partner-facing tools and materials. The role will also contribute to the development of communication materials, digital content and outreach products that support effective partner engagement.

Your responsibilities

Particular activities include:

1. **Strengthening strategic partnerships and supporting outreach:** support the implementation of the Resource Mobilization and Partnerships Strategy, with emphasis on engagement with philanthropies, private sector and HNWIs; Identify, research and help cultivate new and existing partnerships, ensuring alignment between prospective partners' priorities and the secretariat's needs; Prepare materials, including briefs, talking points, presentations and partner intelligence, to support high-level outreach and engagement.
2. **Due diligence, risk assessment, and partnership governance:** facilitate internal due diligence and risk assessments of prospective partners, applying established policies, criteria, and processes; Prepare analytical summaries and recommendations to inform engagement decisions by senior management; Support the development, refinement and dissemination of



partnership-related governance tools, including templates, guidance notes, procedures and internal knowledge products.

3. **Secretariat-wide coordination and internal alignment:** facilitate the internal partnership review process and coordination across divisions to ensure coherent and consistent engagement. Support cross-divisional information exchange, tracking of engagements and maintenance of internal partnership systems and processes. Draft internal updates, guidance materials and knowledge products to strengthen institutional alignment.
4. **Strategic events, roundtables and communication support:** support the organization and delivery of strategic events and roundtables involving philanthropic and private sector stakeholders; Coordinate meeting logistics, agendas, minutes and follow-up actions; Contribute to the development of communication materials and digital content to enhance strategic engagement, including web content, presentation materials and outreach products.
5. **Data, analytics and knowledge management:** collect and analyze data on partnership and resource mobilization trends to support decision making, reporting and strategy refinement. Maintain databases, tracking tools and analytical dashboards used for monitoring partner engagement and outreach.
6. **Other responsibilities:** perform any other job-related duties required to achieve the goals and objectives of the secretariat, including contributing to cross-cutting work, participating in meetings, workshops and roundtables and preparing presentations where relevant.

Competencies:

Your qualifications

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.



Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in Management, Business Administration, Economics, Engineering, Environmental Studies, Development Studies or related fields. 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:

Required: A minimum of two (2) years of progressively responsible professional experience in planning, monitoring and reporting of programmes or partnerships, resource mobilization, or related fields, with demonstrated experience supporting engagement with external stakeholders such as philanthropic foundations or private sector entities. Experience supporting due diligence and risk assessment processes of external partner and donor entities.

Asset/s:

Work experience in an international setting.
Experience supporting high-level events, including coordination of communication or digital content, is desirable.
Experience in the area of climate action and experience conducting analytical work related to partnerships and/or due diligence are also considered assets.

Language skills:

Required: 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 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. 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\$ 4,670



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(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>

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.
