



## TEMPORARY JOB OPENING

### Associate Programme Officer, P-2 Means of Implementation Division Technology Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
1 February 2026 23:59 hrs CET	26/TJO3/Mol	As soon as possible	Until 26 December 2026	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 in the UNFCCC secretariat, Means of Implementation Division, Technology Sub-Division. Reporting to the Team Lead (P-4) of the Policy and Strategy Unit, the Associate Programme Officer will provide support to the intergovernmental process on technology development and transfer as well as to the Technology Executive Committee (TEC) to fulfil its mandates as guided by the Conference of the Parties (COP) and the conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA).

#### **Responsibilities**

Specifically, the Associate Programme Officer is responsible for:

#### **1. Supporting the work of the TEC, in carrying out its functions under the guidance of the COP and CMA:**

- a. Supports the preparation and organization of meetings and events of the TEC, including through the preparation of agendas, annotations, speaking notes and briefing notes, presentations, scheduling of meetings as well as drafting of meeting reports;
- b. Supports the substantive work of the TEC and its task forces and working groups in accordance with the rolling workplan of the TEC and liaison with TEC members, partners, observer organizations and other constituted bodies to ensure the effective implementation of activities;
- c. Supports the implementation of communication and outreach activities of the TEC through timely and effective distribution of policy recommendations and knowledge products of the TEC to respective target audiences; organizes in-person and virtual events, preparing promotion materials, supporting social media engagement, and employing other communication means as deemed appropriate by the TEC;
- d. Supports monitoring and evaluation of activities of the TEC through collecting, analyzing and presenting data and other related information gathered from various sources in accordance with the TEC monitoring and evaluation framework.



## **2. Supporting the intergovernmental process on matters related to technology development and transfer:**

- a. Supports the intergovernmental work and negotiations on technology-related matters under the COP and CMA and their subsidiary bodies through the preparation of pre-and in-session documents, as well as through supporting Presiding officers during sessions and inter-sessional meetings;
- b. Conducts reviews and analyses of climate technology-related issues relevant to negotiation items assigned, including analyzing and synthesizing Parties' submissions;
- c. Assists in the preparation and organization of workshops and expert meetings relevant to the negotiation process.

## **3. Supporting cooperation and collaboration with stakeholders:**

- a. Assists in liaising and collaborating with the Climate Technology Centre and Network, constituted bodies, observer organisations, and other stakeholders, and identifies opportunities to enhance collaboration;
- b. Maintains active engagement with colleagues from other Divisions in the UNFCCC secretariat to enhance synergy and complementarities on issues related to climate technology.

## **4. Performing any other tasks** required to achieve the goals and objectives of the Policy and Strategy unit, the Technology Sub-Division, the Means of Implementation Division and the UNFCCC 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.

### **Qualifications**

#### **Educational Background**

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**Required:** Advanced university degree (Master's degree or equivalent) in climate policy, environmental science, international relations, development studies, 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**

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**Required:** At least two (2) years of relevant work experience at national and/or international level on climate change-related matters is required. Experience in working with diverse stakeholders including government representatives, civil society, academia, and the private sector is desirable. Experience with compiling, analysing and presenting information in a clear and concise manner is an asset.

#### **Language skills**

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**Required:** Fluency in English both oral and written is required. Fluency in other UN languages is an asset.

### **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  
(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>



Page 4

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.

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