



## VACANCY ANNOUNCEMENT

### Senior Protocol Assistant, G-7 Intergovernmental Support and Collective Progress Division Intergovernmental Support Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
1 March 2026 23:59 hrs CET	VA 26/009/ISCP	As soon as possible	1 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 you will be working**

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Intergovernmental Support and Collective Progress division, and more specifically in the External Relations unit.

The unit provides external relations and protocol services to Parties and observer States, diplomatic missions, United Nations organizations and other non-Party stakeholders. The unit deals with all protocol-related matters, maintaining channels of communication and relationships with Parties and observer States Diplomatic Missions, United Nations organizations and non-Party stakeholders, to facilitate their participation in meetings of the Convention process. The Unit also oversees and conducts all protocol matters for the Executive Secretary, Deputy Executive Secretary and Divisions.

Prior to sessions of the governing and subsidiary bodies, the unit organizes and plans for meetings of the negotiating groups with Presiding Officers and senior officials in the secretariat. The unit also provides protocol arrangements for the official opening of sessions of the governing and subsidiary bodies. During sessions of the governing bodies, the unit provides all protocol arrangements and coordination for the opening and management of the conference, the high-level segment (HLS) and any meeting of Heads of State and Government convened by the host country. In addition, the unit provides protocol assistance and guidance for high level events. The unit also manages and oversees the receipt and recording of credentials.

The External Relations Unit also develops and categorizes the entry requirements for all intergovernmental body meetings and sessions in accordance with the needs of the sessions of the Convention as well as in coordination with strict security requirements and manages the issuance of different categorization of categories of participants to the meetings, inter alia, at the levels of Heads of State and Government.

#### **What you will be doing**



In coordination with the office of the Executive Secretary, and under the overall guidance of the Director of the Intergovernmental Support and Collective Progress division and the head of the External Relations unit, the incumbent provides professional and specialized external relations and protocol assistance to the secretariat and for secretariat meetings including sessions of the governing and subsidiary bodies as well as all meetings of the constituted bodies and workshops undertaken by the UNFCCC secretariat.

### **Your responsibilities**

#### **1. External Relations:**

- a. Provides advice and assistance to the Executive Secretary, Deputy Executive Secretary and Directors regarding external relations aspects of overall engagement and meetings with Party representatives and their attendance at external conferences and other events.
- b. Acts as Focal point for liaison with the negotiating groups and UN organizations.
- c. Secretary to the SBs and COP Governance Meetings by preparing the agendas, collecting inputs from directors and senior directors and coordinating the finalization of the minutes and follow up actions.
- d. Liaises with security and diplomatic attachés during sessions of the COP.
- e. Coordinates the preparations of procedural documents that are related to the delivery of the sessions and/or management of Party Groupings.
- f. Coordinates and supports the process of approval of National Focal Points to the UNFCCC.
- g. Responsible for preparatory meetings with relevant offices and delegations regarding external relations issues and related procedural arrangements for forthcoming events;
- h. Oversees invites and receipt of nominations for meeting speakers; plans the list of speakers and advises them on processes;
- i. Responsible for drafting of notifications, messages to Parties, information notes, minutes and preliminary and final reports related to the area of work and contribution to best practices and procedures; maintains and classifies reference material to facilitate coherence and enhance coordination across different work teams;
- j. Liaises with participants before and during conferences and when responds to escalated correspondences as well as correspondences relating to the SBs and COP including to the HLS, participation of Heads of State and Government, general participation and protocol issues;
- k. Supports the development of category of badges and secondary passes for sessions of the Convention;
- l. Provides input to the Daily programme and information for participants for sessions of the governing and subsidiary bodies;
- m. Attends and provides strategic input to meetings with host country officials on a range of protocol issues including security related matters, design of VIP areas and arrival of Heads of State and Government;
- n. Liaises with the Embassies to facilitate submission of required documentation and prompt provision of visas for consultants, chairs and guests;
- o. Receives, reviews, schedules and coordinates group and individual visits to the secretariat, including dates and duration, and identifies suitable secretariat officials and representatives to receive and address visitors;
- p. Manages and oversees all logistical and administrative arrangements for visits of senior officials to the secretariat.

#### **2. Protocol assistance:**



- a. Advises secretariat staff on protocol aspects for key meetings and events; undertakes research, analyses specific issues and alerts on special needs;
- b. Manages assistance with conference and meeting registration for high-level diplomatic visitors;
- c. Ensures that high-level diplomatic visitors to conferences and meetings are met and received appropriately, and oversees assistance with logistical and administrative matters if necessary;
- d. Supports and follows up on security related tasks at meetings that are closely connected to registration and protocol, such as preparing, maintaining and updating a database of special security requirements for meetings in various cities and venues; provides information to the logistics unit and ensures that seating arrangements / floor plans address security considerations;
- e. Communicates sensitive protocol related issues and security requirements to visitors to the secretariat and meeting participants; liaises closely with in-house security staff and ensures that visitors comply with all security measures and requirements.

**3. Assistance in the planning and organization of high-level meetings, ministerial and Heads of State and Government events:**

- a. Ensures confidentiality of all information regarding HOS/G, senior official and high-level participation in high-level meetings, ministerial and Heads of State and Government events;
- b. Serves as point of contact and liaison with senior officials internally and externally, e.g. high-level UN, IGO and government officials and elected officers of Convention bodies.
- c. Responsible for organizing official meetings, receptions, events, etc., handles all necessary arrangements (e.g. room reservations, guest/participant lists, invitations, catering, seating arrangements, background documentation, special equipment, etc.);
- d. Advice senior management of possible reputational risks for the Secretariat during the delivery of the sessions
- c. Co-ordinates and ensures that all protocol arrangements for the Executive Secretary, the Deputy Executive Secretary and senior officials of the secretariat are undertaken with optimal efficiency;
- d. Ensures interactions of the Executive Secretary with chairs and coordinators of negotiating groups is optimized by providing protocol and external services and briefing material as necessary;
- e. Attends and provides input to meetings related to high-level visits/meetings/events of ministers, Heads of State and Governments and other high-level officials, especially in relation to security related matters, logistics.
- f. Supporting discussions with Heads of State and Governments focal points and Host countries on issues concerning the successful delivery of Heads of State and Governments events including all logistics, protocol matters, sensitive matters and liaisons with proceedings of the COP.
- g. Works closely with host countries for participation of delegations in the COP, ensuring successful delivery of briefings to diplomatic missions, delivery of high-level segment, ministerial events and all logistics, protocol and sensitive matters and liaisons regarding of the COP

**4. Administrative support to the unit:**

- a. Regularly supervises general service staff in the Division.
- b. During sessions supervises reassigned general service staff, fellows and consultants and local staff assigned to External Relations.
- c. Makes recommendations and provides guidance regarding the approval of requests for delegate travel funding, as needed;
- d. Drafts terms of reference for individual contractors, fellows, consultants.



- e. Coordinates the recruitment of temporary assistants and consultants
- f. Oversees budget for catering and activities related to events organized by the unit, during session of the SBS and COP.
- g. Assists in the unit's budget preparation by compiling data and financial records;
- h. Reviews unit business plans, meeting schedules, standard operating procedures and serves as focal point for planning, coordinating and monitoring the unit's administrative activities;

**5. Performs any other job-related activity** required to meet the overall division, as well as secretariat-wide mandates, goals and objectives.

### **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.

**Managing self:** Controls emotions and regulates own interpersonal style and approach to relate well to others, even in difficult work environments; Empathizes, understands others' perspectives and handles people and situations with diplomacy and tact.; Resolves conflicts constructively and takes action to prevent them; Stays productive and focused when dealing with crises and emergencies; Is resilient and flexible and operates effectively when faced with new ideas or evolving situation; Is receptive to feedback and open to adjust own behavior.

### **Your qualifications**

#### **Educational Background**

**Required:** Completion of higher-level secondary education.

**Asset:** Formal customer service/relations or equivalent.

#### **Experience**

**Required:** At least ten (10) years of relevant and progressively responsible experience in performing functions in the field of protocol, external and/or public relations in an international environment. The minimum number of years of relevant experience is reduced to eight (8) years for candidates with a first-level University degree (Bachelor for equivalent). Experience must include exposure to diplomatic relations, protocol issues and interaction with senior officials in Governments and industry and Heads of States and Governments.



Experience within the UN system is an asset.  
Experience in the field of conference/meeting servicing or related fields is an asset.

### **Language skills**

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**Required:** Fluency in English (both oral and written).

**Desirable:** Working knowledge of another United Nations language and German.

### **Specific professional knowledge or skills**

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Acts with discretion, highly confidential and able to work with sensitive and confidential information. Excellent command of office technology such as MS Office package including MS Word, Excel and PowerPoint. Knowledge of Sharepoint and other electronic communication software and Internet browsers; Ability to work independently and make decisions, setting priorities, managing stress and staying focused in a busy and fast changing environment; Ability to communicate effectively with internal and external stakeholders.

### **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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
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: Euro 67,090 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.

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