



VACANCY ANNOUNCEMENT

Programme Assistant, G-5
Transparency Division
MRV/ETF Reporting and Review 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 26/011/T	As soon as possible	Two years 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 Transparency division which supports the intergovernmental process related to the measurement, reporting and verification (MRV) and enhanced transparency framework (ETF) under the Convention and the Kyoto Protocol under the Paris Agreement including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency data hub, which includes data and information management and analysis.

The post is in the NDC Tracking Unit of the MRV/ETF Reporting & Review Sub-division and reports to the Team Lead, P-4. The incumbent supports the unit in achieving its goals, the overall purpose of which is to support all Parties in the implementation of ETF and REDD+ activities, coordination of work on agriculture and LULUCF, and overall coordination of negotiations on ETF, GHG inventories, REDD+, agriculture and LULUCF aspects. The sub-division focusses on implementation of the technical expert review and facilitative multilateral consideration of progress of the ETF.

The MRV/ETF Reporting and Review subdivision consists of four units:

- 1. BTR Review Planning and Coordination Unit**
- 2. NDC Tracking Unit**
- 3. GHG Inventories Unit**
- 4. REDD+, Agriculture and LULUCF (Land use, Land-use Change and Forestry) Unit (AFOLU Unit)**



You will have the following responsibilities

Specifically, the Programme Assistant is responsible for:

- 1. Ensuring programme support for the reporting, review and consideration biennial transparency reports (BTRs) under the Paris Agreement, including for conducting technical expert reviews, preparing BTR synthesis reports, supporting Knowledge Hubs, supporting Facilitative Multilateral Consideration of Progress, supporting data analysis and preparation of communication products:**
 - a. Provides administrative support for review, involving extensive communication with the responsible government focal points, the technical experts and review coordinators;
 - b. Tracks the progress in organisation of the reviews and ensures that all logistical/administrative steps are taken on time in accordance with the standard operational procedures; provides feedback on the relevant steps of the standard operational procedures;
 - c. Conducts independent research for relevant background material, essential in ensuring that comprehensive and accurate information is available as required; collects and analysis relevant statistical data analysis current practice in the Transparency division related to support for the review process, including storing, maintaining, utilizing and enhancing the roster of experts and reporting and review tools;
 - d. Prepares the publication of the reports, including formatting the document following the relevant guidance for document preparation;
 - e. Provides administrative and technical support for developing IT and non-IT tools for implementing the ETF, maintains relevant IT and non-IT tools, supporting data bases; supports maintenance, testing and enhancement of relevant IT review tools,
 - f. Evaluates, proposes, implements and updates administrative and logistical activities to enhance the relevant work flows taking into account lessons learned within the Transparency division and across the secretariat;
 - g. Identifies and provides administrative and logistical support to innovative approaches to promote the ETF both internal and external to the secretariat.
- 2. Ensuring logistical support to staff and experts in collaboration with relevant units of the secretariat:**
 - a. Coordinates invitation and registration for expert meetings, workshops, other inter-sessional events and in-country reviews;
 - b. Makes logistical arrangements, contacting participants, arranging hotel reservations, initiating travel requests and maintaining the participants' travel arrangements in liaison with the relevant units to conduct follow-ups to ensure completion of related travel arrangements within timeframe set;
 - c. Monitors the relevant budget expenditures, comparing expenditures with approved budget allocations to ensure maximum cost savings related to the logistical arrangements; makes recommendations as required.
- 3. Ensuring the timely preparation of reports and documents for conferences and meetings:**
 - a. Compiles, analyses and summarizes background materials and information for use in the preparation of reports and official documents; and
 - b. Maintains filing and archiving system according to the UNFCCC or programme standards, as relevant.
- 4. Representation/Communications:**



- a. Serves as focal point for administrative coordination of the processes, involving extensive liaison with the Administrative Services, Human Resources, and Information and Communication Technology division, the Conference Affairs division, and national focal points to exchange specialized and routine information, monitor and follow up on deadlines and ensure timely logistical arrangements for meetings and workshops.
- b. Responds independently to a wide range of requests for specialized administrative information, both inside and outside the secretariat.

5. **Performing any other job-related activity** required to achieve the goals and objectives of the team, the subdivision, the division or the secretariat, including administrative and logistical support to the other reporting and review processes.

Competencies

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

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Completed secondary education. Formal training or studies in computer science or information technology would be an asset.



Experience

At least five (5) years of progressively responsible experience carrying out functions in general secretarial and administrative support with demonstrated experience in working with databases, web-based applications (ideally SharePoint) and other electronic communication software. The minimum number of years of relevant experience is reduced to three (3) years for candidates with a first-level University degree (Bachelor or equivalent).

Language skills

Fluency in English, written and spoken. Working knowledge of German an asset. Knowledge of another United Nations language desirable.

Specific professional knowledge and skills

Excellent coordination and communication skills;
Ability to collaborate effectively with the team members and with other teams;
Proficiency at working in a Windows environment, especially with regards to Word and Excel and in utilizing internet resources;
Knowledge of applying a style guideline/template for formatting official documents;
Attention to details.

What is the selection process

Evaluation of qualified candidates may include an assessment exercise which may be followed by an interview.

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. 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. A valid work permit to reside and work in Germany, without restrictions, is required. 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 53,465 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.
