



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3  
Mitigation Division  
Markets and Non-Markets Support Subdivision**

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
5 April 2026 23:59 hrs CET	VA 26/017/M	As soon as possible	1 year and 6 months 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 **Mitigation division**, which supports Parties to facilitate, catalyze and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

Within the **Mitigation division**, the **Markets and Non-Markets Support and Stakeholders Interaction subdivision** provides effective support on matters relating to intergovernmental, substantive, and technical support to Article 6.2, 6.4 and 6.8, Carbon Pricing, stakeholders' interaction, regulations development, delivering mandates under Article 6.2 (including review) and capacity-building on Article 6.

### Your responsibilities

Under the supervision of the Team Lead, P-4, **Stakeholder's Interaction unit**, you will serve as a member of the team responsible for maintaining and improving engagement and relationship with current and new external stakeholders, including but not limited to National Designated Authorities (NDA) of the mechanisms, Designated Operational Entities (DOE), Project participants and other stakeholders in strengthening the use of the mechanism established by Article 6, paragraph 4, of the Paris Agreement (Article 6.4 mechanism) and addressing any queries related the clean development mechanism (CDM) under the Kyoto Protocol and of the Paris Agreement (A.6.4).

Key results and accountabilities:

- Strategy and portfolio leadership
- Business development and stakeholder and relationship management
- Program design and delivery



- Insights, policy and standards enablement
- Communications and issues management

**1. Design and delivery of stakeholder programmes:**

- Support policy and strategy development informed by trend analysis and evidence.
- Plan and run stakeholder forums and market-relevant events.
- Maintain accessible query/knowledge databases and ensure timely, coordinated responses.
- Produce regular insight reports (issues raised, recurring questions, implementation challenges).
- Coordinate cross-unit inputs for presentations, briefs, and leadership engagements.
- Convene and service relevant governance bodies and working groups.
- Deliver practitioner workshops and capability-building sprints with technical units.
- Co-develop training and tools that enable country and partner participation.
- Engage consistently with priority accounts (e.g., national focal points, implementers, project proponents, industry bodies).

**2. Coordinating research & performance analysis:**

- Identify and escalate emerging issues in interpreting/applying requirements and processes.
- Prepare evidence packs, documents, and presentations that support decision-making and programme improvements.

**3. Driving continuous improvement of policies, tools & guidelines:**

- Define measurement frameworks and adoption plans; monitor implementation and effectiveness.
- Convert research findings into actionable proposals for updates to requirements, standards, and user tools.

**4. Operating dedicated communication channels:**

- Ensure clear intake, triage, and resolution pathways for stakeholder requests and clarifications.
- Maintain structured engagement with public and private stakeholders; provide authoritative guidance and technical support where appropriate.

**5. Representing the stakeholder programme & cultivating partnerships:**

- Coordinate responses to public comments and stakeholder queries; prepare executive briefs and statements.
- Flag politically sensitive or high-reputation issues and advise leadership on implications.
- Develop and manage strategic relationships with government counterparts and ecosystem partners.

**6. Performing other duties aligned to divisional priorities:**

- Contribute to planning, reporting, and alignment with organizational objectives; support



cross-functional initiatives as required.

### **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.

**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:**

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**Required:** Advanced university degree (Masters) in international relations, engineering, development studies, economics, political science, international relations, environmental studies, or a related discipline. A first-level university degree in combination with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience:**

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**Required:** At least five (5) years of relevant work experience at national and/or international level in climate change issues, development studies or related fields. Experience in substantive coordination, relationship management, conducting activities related to information sharing and outreach/engagement and interaction with internal and external stakeholders, including government representatives, UN system, development organizations, research institutions, NGOs, and the private sector, is desirable.

#### **Language skills:**

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



**Other desirable qualifications** (either specific knowledge or job-related experience)

Experience in compiling, analysing and presenting information and updating webpage content 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. 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\$ 71,335 (plus variable post adjustment, currently 40.2% 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.