



TEMPORARY JOB OPENING

Programme Officer, P-3
Transparency Division,
MRV/ETF Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
22 March 2026 23:59 hrs CET	26/TJO6/T	As soon as possible	364 days with possibility of extension	Bonn, Germany

Publication date: 06 March 2026, Post number: 30517703 Funding: Core

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.

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Transparency division which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) 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 and 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.

Where you will be working

The post is located in the CGE/ETF Unit of the MRV/ETF Support subdivision 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 provision of technical support and assistance to developing countries on MRV and ETF issues. It will provide overall coordination of the development and delivery of all training and certification programmes, coordination of the Consultative Group of Experts (CGE workplan) and activities and the coordination of negotiations on CGE related aspects, including developing countries MRV/ETF related issues and training aspects. It will support the preparation and reporting of NDCs, NAMAs, LT-LEDs and response measures in the context of the ETF. Additionally, it will coordinate the peer-review activities of GHG inventories in developing countries for establishing sustainable GHG inventory management systems.

The MRV/ETF Support subdivision consists of three units:

1. **CGE/ETF Support unit**
2. **Training & Certification unit**
3. **GHG Inventory Support unit**

Your responsibilities

Reporting to the Team Lead, the Programme Officer will;



1. Providing technical support to developing country Parties on the existing MRV arrangements and the enhanced transparency framework as well as the preparation and communication of nationally determined contributions (NDCs) in the context of enhanced transparency framework:

- a. Translates the operational details relevant to the implementation of the enhanced transparency contained in different COP and CMA decisions (for example, reporting guidelines for biennial update report and national communication, modalities, procedures and guidelines (MPGs) to enhanced transparency framework, including tracking progress of implementation and achievement of NDCs, and guidance on information necessary to facilitate clarity, transparency and understanding (ICTU) of NDCs) into targeted knowledge products and training materials aimed towards national experts from developing country Parties to enhance their technical capacity and understanding;
- b. Engages with the national experts from developing country Parties to identify their technical assistance and support needs to enhance the implementation of the MRV arrangements and the enhanced transparency framework, including their ability to identify, prioritize and report information on NDCs, mitigation and adaptation actions in their national communications, biennial update reports and biennial transparency reports, and enhance their institutional arrangement to prepare and submit these reports in a timely manner;
- c. Provides, upon request, targeted regional and in-country technical support, including training workshops and webinars, on the application of reporting guidelines for biennial update reports and national communications, ICTU guidance and the MPGs for the enhanced transparency framework, including tracking progress of implementation and achievement of NDCs;
- d. Supports, in collaboration with other relevant external partners, development and implementation of pilot projects to enhance the institutional arrangements, including their national domestic MRV systems, of few selected developing countries to facilitate timely preparation and submission of national communications, biennial update reports and biennial transparency reports;
- e. Supports, in collaboration with other relevant external partners, development and implementation of a professional short-term training course on transparency for experts from developing country Parties;
- f. Contributes to the secretariats efforts to implement relevant NDC and ETF processes, including analysis of submitted NDCs and BTRs;
- g. Supports the coordination and outreach activities of the secretariat to facilitate engagement of partner organizations in the provision of technical support to developing countries.

2. Providing support to Consultative Group of Experts (CGE):

- a. Provides substantive assistance in the development and implementation of the work of the CGE by monitoring and analysing programme development and reviewing relevant documents and reports; identifying problems and issues to be addressed and proposing necessary actions as and when required;
- b. Provides substantive assistance in developing technical materials for technical advice and support in the area of reporting information in national communications and the biennial transparency reports;
- c. Provides administrative and substantive support to the meetings of the CGE and training workshops conducted by the secretariat including contributing to the preparation of various written outputs, e.g. background papers, analytical notes, reports of the meetings/workshops.



3. Supporting of the intergovernmental negotiation process: Provides support to intergovernmental negotiations on the provision of financial and technical support to developing country Parties for MRV and ETF by supporting consideration of agenda items under the subsidiary bodies, the COP and CMA.

4. Contributing towards cross-cutting issues: Provides substantive technical contributions (e.g. through options papers and recommendations) to the discussions of various cross-cutting issues relating to reporting and review-related activities and support for developing countries and training within the overall MRV framework and the ETF.

5. Knowledge Management: In partnership with the Secretariat's Communications and Knowledge subdivision, contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to the UNFCCC's mandate, processes, practices and lessons learned.

6. Other: Performs any job-related activity required to meet the overall goals and objectives of the Transparency division, as well as those of secretariat-wide mandates.

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.

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:

Required: Advanced university degree (Master's degree or equivalent) in environmental science, economics, engineering, development studies or a related discipline. A first-level university degree (Bachelor degree or equivalent) in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.



Experience:

Required: At least five (5) years of professional experience in the area of preparation and review of information included in national submissions (e.g. GHG inventories, BRs, BURs, NCs, BTRs and/or REDD+) under the Climate Change Convention, Kyoto Protocol or Paris Agreement, or comparable experience with the preparation and processing of technical information of similar complexity. Two (2) years of experience in an international setting is a requirement. Participation in UNFCCC reporting and/or review activities of national submissions is an asset. Experience with preparing technical reports on climate change issues is an asset. Experience with designing and implementing online and in-person capacity building activities for developing country experts on MRV and ETF is an asset.

Language skills:

Required: Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

Specific professional knowledge:

Knowledge of the UNFCCC intergovernmental process, including reporting and review requirements under the Climate Change Convention and its Kyoto Protocol and the Paris Agreement.

Job-related skills:

Ability to coordinate technical work of multi-disciplinary experts in a team. Demonstrated skill in analyzing technical data, preparing technical reports, and drafting of technical and policy papers related to transparency in MRV arrangements and/or the ETF. Demonstrated skills in designing and implementing capacity building activities on MRV/ETF is an asset.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will 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.



Page 5

4. Indicative net monthly salary and allowances:

US\$ 5,945

(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 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.
