



## VACANCY ANNOUNCEMENT

### Programme Officer (Team Lead), Resource Planning & Analytics

Administration and Operations Division,  
Financial Resource Management Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 March 2026 23:59 hrs CET	VA 26/020/A&O	As soon as possible	2 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 Resource Planning & Analytics Unit, administratively part of the Financial Resource Management Unit (FRMU), provides Secretariat-wide leadership on resource forecasting, budget methodology, cost-recovery policy, automation and innovation, and analytical support to senior management. The position reports to the Chief of the Financial Resource Management Unit and works closely with the Director of Administration & Operations.

### **Your responsibilities**

Within delegated authority, the Programme Officer (Team Lead), Resource Planning & Analytics will be responsible for the following duties:

- Provides Secretariat-wide technical leadership on resource planning, forecasting, budget methodologies, cost-recovery frameworks and financial analytics, ensuring coherence, consistency and alignment with organizational priorities and governing body decisions.
- Leads the design, implementation and continuous refinement of resource planning and forecasting frameworks, analytical models and methodologies supporting results-based budgeting, performance monitoring and medium-term financial sustainability.
- Coordinates and oversees budget funding analysis, including preparation of programme budgets, cost-recovery calculations, scenario modelling and analytical justifications, ensuring accuracy, methodological soundness and compliance with UN financial policies and guidance.
- Leads the development, maintenance and governance of advanced forecasting models, dashboards and analytical tools, ensuring the provide reliable, timely and decision-oriented insights to senior management and governing bodies. support results-based budgeting and performance reporting.
- Provides authoritative analytical advice to senior management, including the Director of Administration & Operations and Chief of Unit, on funding gaps, budget risks, efficiencies and trade-offs.
- Ensure consistency and quality assurance across budget formulation, cost recovery



application, financial analytics and performance reporting, identifying and addressing systematic issues and data gaps.

- Monitors emerging policy, methodological and system developments related to budgeting, performance management and financial analytics, advising management on implications and required adjustments.
- Produces and validates analytical inputs for official budget documents, project proposals, fundraising correspondence and management reports and ad-hoc briefings, ensuring audit readiness.
- Develops, implements and evaluates programmes and initiatives related to Secretariat-wide resource planning, forecasting, budget methodologies and analytical frameworks; monitors implementation and identifies issues requiring corrective action
- Coordinates and delivers training, guidance and capacity-building for Secretariat staff on resource planning tools, forecasting methodologies, analytics, automation and innovation, promoting institutional knowledge and consistent application.
- Leads process improvement initiatives, including automation and innovation in budgeting, forecasting and performance reporting, in close collaboration with ICT, budget and programme divisions
- Provides functional guidance and oversight to staff contributing to resource planning and analytics deliverables, including review of outputs, prioritization of workstreams and quality assurance of analytical products.
- Leads, supervises, and guides a team of professional and general service staff, including performance management, work planning, capacity development, quality assurance of outputs and provision of technical training.
- Represents the unit in internal and external meetings and provides substantive backstopping to consultative processes and ensuring alignment with institutional positions.
- Performs other related duties as required to support effective resource planning, financial governance and strategic decision-making of the Secretariat.

### **Competencies:**

**Applying Professional Expertise:** Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

**Being Responsive to Clients and Partners:** Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

**Delivering results:** Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.



## **Managerial Competencies:**

**Managing Performance and Developing People:** Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

## **Your qualifications**

### **Educational Background:**

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**Required:** Advanced university degree (Master's degree or equivalent) in business administration, management, economics or a related field. A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree. Successful completion of both degree or non-degree programs in data analytics, business analytics or data science programs is an advantage.

### **Experience:**

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**Required:** A minimum of seven years of progressively responsible experience in project or programme management, administration or related area. 2 years or more of experience in data analytics or a related area is required. Experience in a supervisory role is required.

**Assets:** Experience in the development and use of analytical models, dashboards or business intelligence tools (e.g. Power BI, Qlik or similar). Familiarity with results-based budgeting, cost-recovery methodologies and performance reporting in a complex organizational environment. Proven ability to translate analytical outputs into clear inputs for management decision-making.

### **Language skills:**

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**Required:** Fluency in written and spoken English. Working knowledge of other UN official language is desirable.

## **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>



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**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 monthly salary and allowances:  
US\$ 86,027  
(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.