



VACANCY ANNOUNCEMENT

Programme Officer (Team Lead), P-4 Conference Affairs Division, Coordination 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 26/022/CA	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

The position is located in the Conference Affairs Division of the UNFCCC secretariat, within the Coordination Unit. The Division is responsible for the end-to-end planning and delivery of conference services for sessions of Conference of the Parties (COP), the Subsidiary Bodies (SBs), Climate Weeks, intersessional meetings, and other mandated events, ensuring high standards of effectiveness, inclusiveness, transparency, and credibility.

Within this context, the Coordination Unit leads the operational planning and delivery of services for governing and subsidiary body sessions and related events, including visa facilitation and the management of the Participation Trust Fund. The Unit also supports a wide range of workshops and meetings mandated under the Convention, the Kyoto Protocol, and the Paris Agreement.

The incumbent contributes to the creation of a smooth, efficient, and enabling environment for Parties and stakeholders to participate in the UNFCCC process by ensuring the delivery of high-quality operational services, effective visa facilitation, and sound management of participation funding.

The Team Lead (P-4) leads the Coordination Unit and reports to the Manager, Conference Affairs Division. This position requires specialized expertise in large-scale international event operations and complex operational project management.

Your responsibilities

Within delegated authority, the Team Lead P-4 level will serve as the Lead of the Coordination Unit, responsible for cross-unit coordination and the execution of the following duties:

1. Operational Planning and Delivery

- Manage the planning, coordination, and delivery of operational services for COPs, SB sessions, Climate Weeks, and intersessional meetings, and related workshops, including accommodation, transport, catering, accessibility, sustainability measures, workforce coordination, and visa facilitation.



- Develop and manage comprehensive operational project roadmaps, work plans, timelines, and risk registers, ensuring alignment with UNFCCC mandates, organizational priorities, and Host Country commitments.
- Oversee contributions to Host Country Agreements (HCAs) legal text and annexes, and related legal instruments, ensuring coordination, quality control, and timely delivery of inputs, and reporting progress, risks, and issues.
- Oversee the coordination of all operational workstreams for COPs and liaison with UNDSS, UNDGACM and other divisions.
- Ensure timely preparation, quality assurance, and regular updating of operational documentation, including Information for Participants (IFP), briefing notes, speaking notes, presentations, and background materials.
- Monitor implementation of operational plans, proactively identify risks and bottlenecks, and implement corrective actions to ensure continuity and quality service delivery.
- Ensure that Host Country and operational services commitments are clearly defined, tracked, and reported.
- Represent the Coordination Unit in internal and external coordination forums, including meetings with the Host Governments, UN system partners, and service providers.
- Promote continuous improvement in operational efficiency, quality, and productivity, including through staff guidance, training, and standard operating procedures.

2. On-Site Operations and Service Oversight

- Contribute to the planning and coordination of operational set-up and on-site execution of services during sessions, workshops, and meetings, including Information and accessibility desks, distribution services, and lost and found services.
- Support operational readiness by coordinating Coordination Unit teams, ensuring adequate staffing, and smooth execution of assigned operational tasks.
- Assist in coordinating service delivery across multiple functional areas to help ensure a seamless participant experience and efficient operations.

3. Team Management and Capacity Building

- Supervise and support staff within the Coordination Unit, providing clear direction, coaching, performance feedback, and professional development opportunities.
- Assign responsibilities, monitor delivery of outputs, and ensure adherence to quality and timeliness standards.
- Support workforce planning, recruitment, onboarding, and performance management process.
- Foster a collaborative, accountable, and knowledge sharing work culture within the Unit.

4. Monitoring, Reporting, and Continuous Improvement

- Develop, implement, monitor key performance indicators (KPIs) and risk management frameworks for operational services, and prepare accurate and timely reports for management.
- Contribute to the development and use of operational data analytics, performance measurement tools, and evaluation methodologies for conference services.
- Ensure the preparation, validation, and timely clearance of post-session and post-event reports.
- Lead post-session evaluations and ensure systematic follow-up on lessons learned and agreed recommendations.
- Use performance data and evaluation outcomes to inform continuous improvement of operational planning and delivery.
- Coordinate CA briefings for the Executive Secretary and Deputy Executive Secretary, including inputs to the Bureau.



5. Other Duties

- Perform other related duties as required in support of the mandate and objectives of the Conference Affairs Division.

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.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

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.

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions, and analyses the different options and alternatives before reaching a sound conclusion.

Your qualifications

Educational Background:

Required:

- Advanced university degree (Master's or equivalent) in project management, event management, operations management, communications, business administration, international



relations, political science or a related field, preferably with relevance to international or multilateral operations is required.

- Professional certification in project management (e.g., PMP, PRINCE2) or large-scale event/conference management is required, candidates with equivalent professional training and substantial experience in international project or event management may also be considered.
- A first-level university degree may be accepted in combination with two additional years of relevant experience

Experience:**Required:**

- At least seven (7) years of progressively responsible experience in programme/project management, operational coordination, or large-scale event management is required.
- Demonstrated experience in delivering complex, multi-stakeholder international or multilateral events is an asset.
- Experience supervising diverse teams in fast-paced, high-pressure environments is required.
- Familiarity with UN administrative, financial, and operational procedures is desirable.

Language skills:

Required: Fluency in written and spoken English. Fluency in other UN languages is an asset.

Other:

- Strong operational and project management skills, including risk management and contingency planning.
- Excellent organizational, analytical, and communication skills.
- Ability to work effectively under pressure and manage competing priorities.
- Strong people-management and coordination skills in multicultural settings.
- Ability to use data, performance indicators, and operational analytics to inform decision-making.

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 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>



Page 5

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.