



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2
Intergovernmental Support and Collective Progress Division
Collective Progress Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
12 April 2026 23:59 hrs CET	VA 26/024/ISCP	As soon as possible	One year 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 will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Intergovernmental Support and Collective Progress division, and more specifically in the Collective Progress sub-division, which is accountable for strategic and substantive support to the work of the governing and subsidiary bodies and for enabling the coherence, consistency and timeliness of the overarching processes, such as the periodic review of the adequacy of the long-term global goal under the Convention and the global stocktake under the Paris Agreement, and ensuring that equity and the best available science underpins these processes.

Reporting to the Manager (P-5) of the Collective Progress subdivision, the incumbent supports the intergovernmental process on the global stocktake and the periodic review and provides scientific and technical advice on these matters.

Your responsibilities

- 1. Supporting the intergovernmental process on the global stocktake under the Paris Agreement and the periodic review under the Convention:**
 - a. Provide substantive and technical support on the follow-up to the first global stocktake, including provision of support to the UAE dialogue on implementing the GST outcome;
 - b. Prepare discussion papers, information notes and summary reports for supporting the negotiations on the GST and the periodic review;
 - c. Assist in the organization and servicing of intersessional and in-session events, including those under the technical dialogue of the second GST and any follow-up activities, including engaging with and advising experts, co-facilitators and governing body teams and chairs;
- 2. Providing scientific and technical advice on matters relating to the global stocktake:**
 - a. Undertake research on selected aspects of the global stocktake, including collecting, analyzing and presenting statistical data and other information gathered from submissions and national reports from Parties;
 - b. Prepare technical documentation and reports to enhance information exchange with the bodies that have been mandated to provide inputs into the global stocktake (e.g., Adaptation



Committee, Least Developed Countries Expert Group, Technology Executive Committee, and Standing Committee on Finance);

- c. Provide scientific and technical advice on matters relating to the global stocktake, including its three components: a) Information Collection and Preparation, b) Technical Assessment and c) Consideration of Outputs;
- d. Assist in providing support to the secretariat wide collaborative group on the global stocktake;
- e. Prepare inputs to relevant secretariat wide reports, such as the NDC synthesis report.

3. Engaging in outreach and communication activities

- a. Attend and participate in relevant international and regional meetings and workshops, present updates on the global stocktake, taking notes and preparing summary reports;
- b. Contribute to outreach activities and support to Parties, IPCC and other UN organizations and non-Parties stakeholders;
- c. Act as focal point for monitoring and updating the global stocktake and periodic review websites to ensure that they are up-to-date;
- d. Propose information opportunities, activities and approaches for strategic partnerships to facilitate communication efforts and working relationships.

4. **Perform any other job-related activity required** to achieve the goals and objectives of the subdivision, the division and/or the secretariat.

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.

Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) in economics, social sciences, environmental studies, natural sciences, engineering, development studies, or a related discipline is required. A relevant Bachelor's degree with additional two years of relevant experience could be accepted in lieu of an advanced degree.



Experience

Required: At least two (2) years relevant working experience on climate change, sustainable development, economics, or social issues, with strong drafting skills on policy and technical papers is required. Experience on assessing, in a comprehensive and facilitative manner, collective progress towards achieving the goals of the Paris Agreement as well as familiarity with the UNFCCC intergovernmental process is desirable.

Language skills

Required: Fluency in English is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and through experience in representation and catalyzing consensus among diverse partners. Knowledge of a second official UN language is desirable.

Other

Knowledge of information exchange and interaction with various stakeholders including governments, international organizations, research institutions, private sector and NGOs is also an important asset. Sound analytical and strong drafting skills; good planning and organizational skills

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.

Indicative net annual salary and allowances:

US\$ 56,046

(plus variable post adjustment, currently 36.5% 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.