



TEMPORARY JOB OPENING

Programme Officer, P-3
Adaptation Division,
Response Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 April 2026 23:59 hrs CET	26/TJO7/A	As soon as possible	364 days with possibility of extension	Bonn, Germany

Publication date: 02 April 2026, Post number: 31061088 Funding: 40FCA/16803

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 Adaptation division, and more specifically in the Response subdivision, which supports developing country Parties, with a special focus on least developed countries and small island developing States, in assessing impacts, risks and vulnerability in the context of adaptation and loss and damage, and in developing, implementing, monitoring, evaluating and reporting on adaptation plans, policies and actions.

The position is located in the UNFCCC secretariat in Bonn, Germany in the Adaptation Division and more specifically in the Response subdivision which consists of two units:

1. The LEG and NAP unit supports the Least Developed Countries Expert Group (LEG), the process to formulate and implement national adaptation plans (NAPs), the NAP 3.0 initiative, national adaptation programmes of action (NAPAs) and the LDC work programme.
2. The Loss and Damage unit supports the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM) and work related to reporting provisions on loss and damage.

The Programme Officer reports to the Team Lead (P-4), Loss and Damage unit, provides support to the implementation of the WIM, including its Executive Committee (ExCom) and thematic expert groups, and the work related to reporting provisions on loss and damage, as well as provides substantive support to the negotiations related to the WIM.

Your responsibilities

Reporting to the Team Lead, the Programme Officer will:

1. **Support the Warsaw International Mechanism for Loss and Damage Executive Committee:**



- a. Assist in planning, execution, and follow-up of regular meetings of the ExCom, retreats, and intersessional work of sub-groups of members;
- b. Provide analytical, technical, and coordination support across ExCom workstreams and deliverables;
- c. Conduct research, compile and synthesize information pertaining to relevant processes, policies, practices, trends, and emerging issues related to loss and damage, climate impacts, and risk management and climate change adaptation, and prepare high-quality analytical and technical outputs relevant to strategic workstreams of the five-year rolling workplan, including in contribution to the development of technical guides and knowledge products;
- d. Draft reports, background notes, and other documents based on literature reviews and a broad range of information sources, ensuring policy, technical and analytical outputs reflect the latest science, best practice, and mandates;
- e. Organize intersessional events and side events, including preparation of briefing notes, talking points, presentations, background materials, development of summary reports, and follow-up actions;
- f. Strengthen collaboration with relevant UNFCCC constituted bodies, and foster engagement with experts, Parties, UN agencies, research institutions, civil society actors, regional centres and networks;
- g. Develop partnership proposals to support implementation of activities (e.g. development of targeted knowledge products and co-organization of technical sessions, workshops and events) to advance the implementation of strategic workstreams of the five-year rolling workplan of the UNFCCC WIM ExCom.

2. Coordinate and provide technical support to the thematic expert groups:

- a. Serve as day-to-day focal point for two or more thematic expert groups, ensuring smooth coordination and workflow for timely delivery of planned outputs;
- b. Coordinate development of impactful technical reports, guides, and knowledge products;
- c. Prepare agendas, briefing materials, speaking notes, summaries, and other documents for thematic expert group meetings and virtual calls;
- d. Facilitate integration of thematic expert group outputs into broader ExCom deliverables, activities and recommendations;
- e. Ensure alignment of thematic expert group outputs with overarching and cross-cutting guidance and mandates of the WIM and the ExCom.

3. Support the intergovernmental process:

- a. Prepare substantive documentation, including background and concept papers, analytical briefs, policy proposals, briefing notes, talking points, and ad hoc reports;
- b. Provides technical support to negotiations on the WIM and other related agenda items by analyzing options, proposing refinements, formulating proposals, recommendations and inputs to draft conclusions/decisions, and synthesizing discussion points during meetings and consultations;
- c. Drafts mandated documents, such as technical papers, synthesis reports and annual reports), including by drawing on Party submissions, scientific literature, and other relevant inputs.

4. Assist with communication, outreach and dissemination:

- a. Supports development and implementation of communication related products to enhance visibility and understanding of loss and damage issues;



- b. Prepare communication and outreach materials for internal and external audiences, including web content, social media material, briefs, slide decks, and talking points for senior management and ExCom members;
- c. Promote dissemination and uptake of ExCom and thematic expert group outputs through digital platforms, communication channels, and at events, intersessionally and at sessions of the COP;
- d. Maintain and improve relevant databases, web portals and online resources, and support development of new communication tools as mandated.

5. Provide cross-cutting support and contribute to team collaboration:

- a. Support work planning, activity tracking, monitoring, reporting, and performance management for the Loss and Damage Unit;
- b. Assist with preparation of budgets, procurement processes, and contractual arrangements for consultants, meetings and events;
- c. Maintain organized records, databases, and knowledge repositories for ExCom and thematic expert group work to support tracking of progress, internal coordination and reporting;
- d. Contribute to timely delivery of inputs for cross-divisional documents and external reports and publications;
- e. Provide flexible support across workstreams based on evolving priorities of the Unit.

6. Performs any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.

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.

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 (Masters or equivalent) in a discipline related to loss and damage, such as climate policy, climate change adaptation, climate science, environmental studies, migration, international law, economics, financial risk management, civil engineering, or sustainable development. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience:

Required: A minimum of five (5) years of progressively responsible experience is required in areas related to climate change impacts vulnerabilities and risks. Of these, which at least two (2) years must be in an international setting, preferably within the United Nations system or in a similar multilateral context. Proven experience in international stakeholders' engagement is required. Demonstrable experience in drafting technical and policy papers, synthesizing and effectively presenting written materials in climate-related fields, is also required.

Asset: Demonstrated experience supporting coordination of expert groups, networks, or multi-stakeholder processes; Strong drafting skills, with demonstrated ability to produce concise, high-quality analytical documents, meeting reports, and briefing materials; Familiarity with data and evidence related to climate impacts, risk modelling, humanitarian response, or resilience programming. Experience engagement with various types of stakeholders, such as constituted bodies under the Convention and Paris Agreement or other multilateral environmental agreements, governments, regional and international organizations, research and academic institutions and private sector, is also considered 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.

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.
4. Indicative net monthly salary and allowances:
US\$ 5,945
(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.
