



## Announcement for Fellowship

### Adaptation Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
08 June 2026	26/FPO1/A	As soon as possible	One year	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 historic 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.

Thanks to funding from the Government of Portugal, the UNFCCC secretariat is launching a new round of the Capacity Award Programme to Advance Capabilities and Institutional Training in one Year (CAPACITY) Fellowship Programme, with the aim of developing the capacity of negotiators and thereby increasing the level of implementation of the Paris Agreement. The CAPACITY Fellowship Programme contributes to building capacity for addressing climate change in Small Island Developing States (SIDS) and Least Developed Countries (LDCs) through the development of local professional expertise by:

- Supporting innovative analytical work on climate change in the context of sustainable development;
- Promoting a network of experts who can bring creative and innovative options to bear on questions of climate change;
- Encouraging the leadership potential of young and promising professionals in their fields.

**One fellow will be selected from the target group of mid-career professionals who are already employed by a government or national educational institution and who are nationals of, and working in, a Lusophone SIDS or LDC Cabo Verde, Guinea-Bissau, São Tomé and Príncipe, Angola, Mozambique or Timor-Leste.**

While fellowships are awarded to individuals, the need for development/training, as described below, must occur within the context of the organization for which an applicant works. The training must help the organization develop its capacity.

### **Where will you be working?**

This fellowship 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, in particular LDCs and SIDS, in assessing impacts, risks and vulnerability and in developing, implementing, monitoring, evaluating and reporting on national adaptation plans, policies and actions.

The fellowship is in the LEG/NAP Unit of the Response Subdivision. Reporting directly to the Unit Team Lead (P-4), you will be accountable for supporting the Unit in achieving its goals. The overall purpose of the Unit is to support the provision of technical support and assistance to developing countries on adaptation planning and implementation.



It provides overall coordination of the development and delivery of support to LDCs, coordination of the [LDC Expert Group \(LEG\)](#) workplan and activities, negotiations on NAPs and matters relating to the LDCs, and the [UN4NAPs](#) initiative. UN4NAPs serves as a help desk in providing technical support to countries on topics related to NAPs by drawing on the expertise of more than 50 UN and intergovernmental organizations.

The fellow reports to the Team Lead (P-4), LEG/NAP Unit, and is involved in the following key areas:

- Intergovernmental processes;
- Work of the Least Developed Countries Expert Group (LEG);
- Monitoring and record keeping of adaptation plans.

### **What will you be doing?**

#### **1. Supporting intergovernmental processes on matters relating to Least Developed Countries and national adaptation plans:**

- a) Prepare substantive technical analyses and documentation to support the negotiations;
- b) Compile, analyze and/or draft technical studies on climate change adaptation issues.

#### **2. Supporting the work under UN4NAPs in relation to Least Developed Country Parties and Small Island Developing States on national adaptation plans:**

- a) Support provision of guidance to Least Developed Country Parties and Small Island Developing States on the process to formulate and implement national adaptation plans, including by supporting the work of the LDC Expert Group (LEG) and its working groups;
- b) Support preparation of outreach and training materials, as necessary;
- c) Organize and/or make presentations of a general technical nature at training workshops and/or in-country events to engage relevant stakeholders.

#### **3. Supporting the monitoring and record keeping of adaptation plans:**

- a) Maintain existing database and develop requirements for the design, testing and operation of the NAP Central web system;
- b) Support interaction with national focal points to facilitate data and document submissions on NAPs;
- c) Conduct data analysis and oversee the operation of interactive data systems linking to national and local government reporting systems;
- d) Under the guidance of the Team Lead, conduct regional, country and/or sectoral research and analyses on climate change adaptation issues and policy developments relevant to the concerns of the secretariat; and
- e) Compile and synthesize any relevant information communicated by Parties in the context of assessing progress relating to NAP formulation and implementation, support provided and received, possible needs and gaps as well as information relevant to means of implementation, including for consideration at meetings of LEG.

#### **4. Performing any other job-related activities** required to achieve the goals and objectives of the division and/or secretariat.



### **What we are offering**

The fellow will acquire knowledge and experience in the UNFCCC intergovernmental process, including multilateral climate negotiations; support to a constituted body (the LEG); and the development and implementation of adaptation plans under the Convention and the Paris Agreement for developing country Parties.

### **What are we looking for?**

#### **Educational background**

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Required: Master's degree in environmental science, economics, engineering, development studies, or related discipline. A combination of a first-level university degree and an additional two years of relevant work experience may also be accepted in lieu of an advanced degree.

#### **Experience**

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Required: At least three (3) years of progressively responsible professional experience in the area of climate change, including on issues relating to preparation of adaptation plans and implementation of adaptation actions.

#### **Language skills**

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Required: Proficiency in written and spoken English.

Desired: Knowledge of another UN official language.

#### **Other requirements**

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1. The Fellowship Programme is open to individuals who are
  - a. Currently employed in a governmental organisation (national, regional, provincial or local), including educational institutions, research institutes and ministries.
  - b. Nationals of, and working in, a Lusophone SIDS or LDC Angola, Cabo Verde, Guinea-Bissau, Mozambique, São Tomé and Príncipe, or Timor-Leste.
  - c. Maximum of 40 years of age at the closing date of the vacancy announcement.
2. The secretariat will consider candidates only from Lusophone SIDS or LDC Parties with a view to ensuring gender balance in the selection of candidates.

### **What is the selection process?**

You may be invited for an assessment of your technical and professional knowledge. If successful, you may be invited to the final stage of the selection process, which consists of an interview to assess the skills and aptitudes required to perform the functions of the post.

At a certain point and as part of the selection process - do not provide this information at the moment of application - each candidate will be requested to provide the following information:

- a. Obtain permission from their employer for leave of absence for the term of the Fellowship, and provide written certification that s/he will return to the Party's governmental institution for at least six months after her/his Fellowship;



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- b. Obtain a written letter of intention by their employer that the new knowledge acquired during the fellowship will be integrated in the climate change activities of the government;
- c. Obtain written certification from their employer that the subject of the applied position is relevant to the needs of the organization.

**How to apply:**

Candidates from a Lusophone SIDS or LDC (Cabo Verde, Guinea-Bissau, São Tomé and Príncipe, Angola, Mozambique or Timor-Leste) 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. This Programme is not intended for students and does not provide financial support for an advanced degree, such as fieldwork for a PhD degree.
  2. We will confirm receipt of your application. However, only candidates who have been confirmed for an interview will receive notice of the outcome of the selection process.
  3. The fixed monthly stipend, including allowances, is EUR 4,500.
  4. The UNFCCC secretariat will organize and pay for travel to Bonn and back to the home country upon completion of the fellowship.
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