



## Announcement for Consultancy (Individual Contractor)

### Individual Contractor – Administrative Support

Regional Collaborations Centres  
Mitigation Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 May 2026 23:59 hrs CET	26/CON03/M	As soon as possible	Until 07 December 2026 for 130.5 days	Panama City, Panama / with possibility of flexible working arrangements

Publication date: 06 May 2026

**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

Within the UNFCCC secretariat, the Regional Collaboration Centres (RCCs) is operationally coordinated by the Coordination Regional Collaboration Centers Unit (CRCC) in the Mitigation division. The UN Climate Change RCCs support national climate action through capacity-building, technical assistance, and strategic networking – sourcing know-how and resources to help developing countries participate in addressing climate change.

The RCC Latin America was established in 2013 and is the UN Climate Change and UN Environment Programme regional collaboration centre based in Panama.

### Purpose

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The contractor will be responsible for providing financial and administrative support to the RCC Latin America under the guidance of the RCC Latin America Regional Lead, in particular to coordinate and deliver the administrative tasks as well as liaising between Bonn and the office in Panama.

### Tasks

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The contractor will work under the direct supervision of the RCC Latin America Regional Lead and in full coordination with relevant substantive team at the UNFCCC secretariat in Bonn, Germany. The incumbent is expected to:

#### 1. Administrative and Operational Support

- Coordinate RCC Latin America administrative processes end-to-end, including initiating, tracking, and following up on country support requests; manage incoming correspondence (review, log, route, follow up) and respond to general inquiries in a timely manner.
- Serve as the primary focal point for administrative and logistical coordination with Legal Affairs, Conference Affairs, PATs, and HR on MoUs, recruitment, financial approvals, personnel actions, travel, payments, and procurement; support RCC staff with standard processes (travel, time reporting, contracts).



- c) Lead administrative and logistical support for RCC Latin America office operations and events (e.g., Climate Weeks, COPs, workshops), including meeting preparation, venue selection, budgeting, contracting, and on-site services; coordinate participants and speakers (invitations, travel, DSA, visas), liaise with internal and external counterparts, and prepare conference-level documentation (agendas, reports, formatting, and approval workflows), ensuring timely and compliant implementation.

**2. Monitoring and Reporting Support**

- a) Maintain an efficient electronic filing system in MS TEAMS, with the update of the Tracking Tables (Missions & Events, Partnerships, Direct Country Support, Knowledge Products, Workplan Progress and the Finance Expenses Form) in SharePoint, and related platforms.
- b) Enter information into databases and perform procedural steps through electronic web interfaces, ensuring accurate entry of information, including checking that information submitted is in accordance with applicable procedures.

**3. Support to RCC Communication activities:**

- a) Compile, summarize, and present basic information/data on specific related projects and events, including preparing initial drafts on articles and reporting of the activities of the team for communications purposes;
- b) Assist in the development and maintenance of internal collaborative resources, including drafting of the bi-monthly newsletter, social media posts, SIA articles, and other outreach material.

**4. Additional Responsibilities**

Perform any other job-related activities required to achieve the goals, objectives and workplan of the RCC Latin America, division, or the secretariat, including providing backup functions and substantive work for other team members.

**Outputs**

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<b>Output</b>	<b>Date</b>	<b>Performance indicators</b>
Recruitment and onboarding of new consultant and intern positions through UNFCCC.	Ongoing	Timely onboarding of new consultants and interns
Administrative and logistical support to the RCC 2026 activities implementation of the 2026 RCC Workplan taking in account the regional needs and synergies with the Partners	Ongoing	RCC Latin America Workplan for 2026 is timely supported and implemented
Support to the production of communication materials, including newsletter, social media post and webpages	Ongoing	Communication materials are of good quality and timely circulated
Maintenance and update of RCC performance and implementation tracking tables	Weekly	All databases are updated with quality and timely



## **Timeframe**

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The individual contractor is expected to start as soon as possible and end by 07 December 2026, for a planned total of 130 working days with possibility of extension.

## **Duty station**

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The individual contractor will work on-site at the RCC Latin America office and remotely from his/her place of living when needed.

## **Requirements**

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### **Required:**

#### Educational Background

University degree (bachelor's degree) accounting, finance or administration or a related discipline.

#### Experience

Minimum 2 years of experience in finance, budget, accounting, administration, or audit is required.

Experience from supporting previous UN agencies is an asset.

#### Language skills

Fluency in written and spoken English and Spanish at the native level is essential. Working knowledge of another UN language is an asset.

## **Specific professional knowledge and skills**

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### **Required:**

Excellent writing, editing and communication skills.

### **How to apply:**

Candidates, whose qualifications and experience match what we are looking for, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>

### **Please note:**

1. UNFCCC is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
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.



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