



TEMPORARY JOB OPENING

Associate Programme Officer, P-2 Transparency Division Systems and Tools Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
7 June 2026 23:59 hrs CET	26/TJO10/T	As soon as possible	364 days 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 Transparency division which supports the intergovernmental process related to the MRV (measurement, reporting and verification) system under the Convention and the Kyoto Protocol, and the ETF (enhanced transparency framework) under the Paris Agreement, including by providing technical assistance to developing countries and training to experts engaged in the reporting, review and analysis processes. It supports work on relevant methodological issues, including in relation to greenhouse gas (GHG) inventories, REDD-plus, agriculture, land use, land-use change and forestry (LULUCF), IPCC guidelines and common metrics. It also maintains a transparency climate data hub, which includes data and information management and analysis.

The post is located in the Systems and Tools Unit of the Information Hub, Data, Systems & Tools Subdivision and reports to the Team Lead, P-4. The overall purpose of this subdivision is to provide overall coordination of all information technology (IT) related activities for the entire Transparency division, including the development, maintenance and enhancement of tools and data services for the MRV system and the ETF. In addition, it acts as the information hub and centralizes transparency information collection and analysis across the secretariat, including by providing policy briefs. It also provides overall coordination of negotiations on data issues and supporting negotiations on MRV and ETF aspects.

The Information Hub, Data, Systems & Tools Subdivision consists of three units:

1. Information Hub, Data and Information Management Unit
2. Systems and Tools Unit
3. Tracking and Recognition unit



Responsibilities

Specifically, the Associate Programme Officer is responsible for:

1. Supporting the development, maintenance and enhancement of user-centric tools and data services for the MRV system and the ETF:

- a. Supports the maintenance of tools and data services for the MRV system and the ETF: provides substantive input, identifies issues and tests their resolutions, supports the maintenance of user accounts for the relevant tools, and supports the provision of user and technical support and feedback to users of relevant tools and data services; ensuring timely availability and regular back-up of tools and data services, maintaining records, and effective engagement with different stakeholders, as requested;
- b. Provides support for developing and enhancing existing and new tools and data services for the MRV system and the ETF: prepares substantive requirements and technical specifications; designs and implements new functional features and supports testing of various solutions for the existing and new IT tools;
- c. Supports the centralization of transparency-related information collection and storage by contributing to the design, maintenance and relevant changes of the Transparency Climate Data Hub;
- d. Provides support in delivery of relevant tools and data services to the business owners in the division and their release to the external users; ensures information submitted by Parties is appropriately processed, stored, analysed and published in a timely and accurate manner;
- e. Evaluates, proposes, implements and updates procedures and guidelines applied in the Systems and Tools Unit, to enhance the relevant workflows taking into account experience gained and lessons learned within the Transparency division and across the secretariat;
- f. Conducts independent research on relevant background material and current practice in the Transparency division related to the maintenance and enhancement of all tools and data services;
- g. Identifies and provides innovative approaches to promote the use and visibility of transparency related tools and data services among users both internal and external to the secretariat;
- h. Keeps abreast of developments in the areas of MRV, ETF and maintenance, enhancement and development of transparency-related tools and data services;
- i. Provides information and support to other units of secretariat, as required, on matters related to MRV, ETF and maintenance, enhancement and development of tools and data services.

2. Support other units in conducting effective reviews of national reports submitted by Parties and multilateral processes:

- a. Supports the work of reviews of national reports submitted by Parties (GHG Inventory, REDD+ activities, or Biennial Transparency Reports (BTRs)), and multilateral processes as appropriate and in accordance with relevant guidance provided by the COP, CMP, CMA and subsidiary bodies (SBs);
- b. Provides support for the organization and/or conduct of in-country, centralized, desk or simplified reviews of GHG inventories, NCs, REDD+ activities and BTRs and multilateral processes;
- c. Tracks the delivery of review tasks and their progress under his/her responsibility, ensuring that deadlines are met, and the results are of high quality;
- d. Contributes to the timely preparation and publication of mandated reports under the Convention, the Kyoto Protocol, and the Paris Agreement in support of MRV and ETF related negotiations and implementation, including preparation and presentation to the SBs;



- e. Supports the preparation of relevant outputs from existing tools and data services for the reviews of submissions and conducts in-depth analyses of information reported by Parties in their submissions.
- 3. Supporting of the intergovernmental negotiation process:** Provides support to negotiations and the implementation of MRV under the Convention and the Kyoto Protocol in accordance with the decisions adopted by Parties, as well as the ETF under the Paris Agreement, in particular with respect to methodological issues and to requirements for maintenance, enhancement and development of tools and data services.
- 4. Represents the unit and/or subdivision at relevant internal and external meetings,** such as annual meetings of the lead reviewers, technical meetings and/or workshops on the MRV and ETF, technical meetings on tools and data services.
- 5. Contributing towards cross-cutting issues:** Provides substantive technical contributions to the discussions of various cross-cutting issues relating to reporting and review-related activities and support for developing countries and training within the MRV system and the ETF.
- 6. Knowledge Management:** In partnership with the secretariat's Communications and Engagement division, contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to the UNFCCC's mandate, processes, practices and lessons learned and provides technical support in line with internal business processes concerning the UNFCCC records management system.
- 7. Other:** Performs any job-related activity required to meet the overall goals and objectives of the Transparency division, as well as those of secretariat-wide mandates.

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.

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.

Qualifications



Educational Background

Required: Advanced University degree (Master's degree or equivalent) in environmental science, economics, engineering, development studies, computer science or a related discipline. A first level University degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: At least two (2) years of professional experience in the areas of monitoring, analysis and reporting of data, as well as project and service management of information systems and tools is required. Experience in the UNFCCC reporting and/or review activities of national submissions is an asset.

Language skills

Required: Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

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. 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\$ 4,670
(plus variable post adjustment, currently 38.3% 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.



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