



Announcement for Consultancy

Legal Officer
Legal Affairs Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
21 June 2026 23:59 hrs CET	26/CON05/LA	As soon as possible	Until 31 December 2026 for 130 days	Remote, travel may be required

Publication date: 05 June 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.

The Legal Affairs Division of the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) in Bonn, Germany, provides legal and procedural advice and services to support (1) the intergovernmental negotiation process and the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and (2) the administration and operations of the UNFCCC secretariat. The division has two subdivisions, namely the Intergovernmental and Programme Support subdivision and Institutional and General Legal Services subdivision.

The Intergovernmental and Programme Support Sub-division of the Legal Affairs Division provides legal support to governing, subsidiary and constituted bodies with respect to the intergovernmental negotiations and the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

Purpose

The consultant will provide comprehensive legal and substantive support to the Legal Affairs Division in relation to the preparation, annotation, review and standardization of draft decisions under the Convention, the Kyoto Protocol and the Paris Agreement. This includes the preparation of annotated versions of decision text, ensuring legal coherence and consistency, development of standardized building blocks for internal use, coordination of inputs from substantive divisions, and the mapping and improvement of workflows related to decision text preparation and clearance.

The consultant will also provide real-time drafting and legal support during the 65th session of the Subsidiary Bodies (SB 65) and the 31st Conference of the Parties (COP 31) in Türkiye and work under the supervision of the Director of the Legal Affairs Division and in close consultation with substantive divisions across the secretariat.

Tasks

Under the supervision of the Director of the Legal Affairs Division, or her designated representative, the consultant will:



1. Map and assess existing workflows related to decision text preparation and clearance, identify bottlenecks and areas for improvement, and propose practical recommendations to enhance efficiency and internal coordination.
2. Review and, as needed, enhance and/or newly develop standard “building blocks” for decision text, including commonly used formulations and drafting templates, and support the responsible legal officers in promoting its use to enhance internal coherence and facilitate streamlined drafting processes.
3. Prepare annotated versions of draft decisions, clearly indicating the status and stage of the decision text within the negotiation process, and maintain updated versions throughout the negotiation cycle. This includes doing a first review of draft decision texts for legal coherence, accuracy and consistency, supporting the standardization of decision formats in line with UNFCCC drafting practice, and providing real-time drafting and legal support during the 65th session of the Subsidiary Bodies (SB 65) and the 31st Conference of the Parties (COP 31). Depending on the number of draft texts for SB 65 and COP 31, the review will need to focus on prioritized draft texts, only.
4. Support the responsible legal officers in coordinating with substantive divisions, circulate annotated drafts of decision text for inputs, consolidate comments, and ensure timely and accurate integration of feedback into updated draft decision texts.
5. Performs any other job-related activity required to achieve the goals and objectives of LA and the mandate of the secretariat.

Outputs

Output	Date	Performance indicators
Workflow mapping and recommendation report proposing improvements to the processes for decision text preparation and clearance	By 15 August 2026	Clarity and quality of workflow analysis; feasibility and relevance of recommendations. Target: 100 per cent
Prepare a compilation of existent standard building blocks for draft decision text	By 15 September 2026	Completeness of collected building blocks. Target: 100 per cent
Annotated and legally reviewed draft decision text, including consolidation of inputs from substantive divisions	By 15 October 2026	Accuracy, timeliness, and quality of annotated and revised drafts. Target: 100 per cent
On-site drafting and legal support during SB 65 and COP 31	2 nd and 3 rd week of November 2026	Real-time, accurate legal and drafting support during the session. Target: 100 per cent
Develop a new set of standard building blocks for draft decision text	By 15 December (and final version by end of contract)	Completeness and internal consistency of building blocks. Target: 100 per cent



Timeframe

The duration of the assignment is for 6 months, starting from 1 July 2026 to 31 December 2026. The total working days are 130 days.

Duty station

The consultant will work remotely. Travel may be required for meetings as requested by the Legal Affairs Division.

Requirements

Educational Background:

Advanced university degree (Master's degree or equivalent) in law, with a specialization in international law. A first level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

A minimum of seven (7) to ten (10) years of progressively responsible experience in law, including legal analysis, research and writing. Experience in intergovernmental or institutional law advising leadership and or governing bodies. Experience with decision drafting in international organizations is highly desirable. Familiarity with the UNFCCC process, including drafting or reviewing negotiated text under the Convention, Kyoto Protocol or Paris Agreement, is an asset.

Language requirements:

Fluency in English (both oral and written) is required. Working knowledge of another UN language is an asset.

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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