



VACANCY ANNOUNCEMENT

Programme Assistant, G-5
Mitigation Division
Implementation Coordination Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
14 April 2026 23:59 hrs CET	VA 26/023/M	As soon as possible	1 year and six months 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 you will be working

The position is located in the **Mitigation Division** of the UNFCCC secretariat in Bonn, Germany, within the **Implementation Coordination subdivision**. The subdivision supports resource utilization and mobilization, business development and portfolio management, and oversees the six Regional Collaboration Centres (RCCs). It also ensures coherence across the subdivisions regarding strategic partnerships and delivery of work and serves as an interface between the Mitigation Division and other divisions to promote collaboration.

Reporting to the Manager, Implementation Coordination (P-5), the incumbent will provide coordination both internal and external including six Regional Collaboration Centres, and administrative support to the manager, meetings/ workshops while also performing a broad range of coordination, including liaison with teams in the secretariat, with six Regional Collaboration Centres and partners, on assigned tasks to support the Manager and various teams in the sub-Division. She/he is furthermore required to operate databases, web interfaces and other workflows ensuring, as well as contribute to the design and implementation of dashboards, liaising with stakeholders and coordinating the respective communication flow.

Key responsibilities include:

- Acting as focal point for internal and external coordination including organizational support to intergovernmental meetings and workshops;
- Providing administrative/secretarial support to units/teams;
- Contributing to the implementation of the unit specific activities.

Your responsibilities

Particular activities will include:

1. **Performing a wide range of internal and external coordination including organizational support to intergovernmental meetings and workshops and administrative support functions:**



- a. Respond to general and complex information requests; draft communications; produce a wide variety of comprehensive documents and reports;.
- b. Research, compile and organize information and reference materials from various sources for presentations, reports, briefings, meetings/conferences etc.;
- c. Support the Manager by following up on various activities assigned to relevant teams including to RCCs covering both substantive and operational aspects. Organize internal and external meetings to support the work of the sub-division, including briefing notes and presentations.
- d. Support the Manager and Teams leads in coordinating the preparation of workplans and associated budgets, for the sub-division.
- e. Monitor processes and timelines related to the subdivision's outputs or tasks; assist in the verification of submitted or outgoing documents for approvals, signatures, etc. to ensure compliance with relevant legal, financial, and other requirements; follow up to ensure they are processed within deadlines.
- f. Research relevant background materials; Take notes and prepare draft minutes at meetings.
- g. Perform general administrative tasks (e.g., arrangements for meetings and events, reservations, budget follow-up, etc.), including preparing and/or processing administrative requests/documents (e.g., travel requests, expenditure authorizations etc.); coordinate the general flow of routine information and documentation within the subdivision.
- h. Maintain and update content on web interfaces and databases approaches to ensure smooth electronic workflow operations.
- i. Provide, where necessary, in-session support to the Implementation Coordination subdivision by participating in planning and implementation of support at SBs and COPs.
- j. Support the travel management of the Division and coordinate administrative activities of the subdivision and teams, involving extensive liaison with diverse organizational units to initiate requests, obtain and follow-up on administrative actions, e.g. recruitment and appointment of personnel, travel arrangements and follow-up on official missions, authorization of payments, disbursement of funds, procurement of equipment and services, etc.

2. Operating databases, web interfaces and information workflows:

- a. Compile, summarize, and present basic information/data on specific team related projects, including preparing initial drafts on articles and reporting of the activities of the teams for internal communications purposes.
- b. Maintain internal and/or external databases, web interfaces and/or workflows; perform data entry and extraction functions; ensure information and documentation is made available to relevant audience (internal/external) in accordance with applicable procedures.
- c. Generate a variety of standard statistical and other reports, work orders, etc., using various databases.
- d. Upload/update relevant sections of the interfaces and websites of the subdivision.
- e. Assist in coordinating software and office equipment support.

3. Perform any job-related activity required to meet the overall goals and objectives of the subdivision, division, as well as those of secretariat-wide mandates.



Competencies

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.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

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

Your qualifications

Educational Background

Required Completed secondary education. Formal secretarial or other related training an asset.

Experience

Required: At least five (5) years of relevant work experience in the areas of coordination functions, liaising with external stakeholders / partners, administrative support etc, preferably with some experience working in an international organization. The minimum number of years of relevant experience is reduced to three (3) years for candidates with a relevant first-level University degree (Bachelor or equivalent).

Language skills

Required: Fluency in English (both oral and written).
Working knowledge of German an asset. Knowledge of another United Nations language desirable.

Specific professional knowledge or skills

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- Good knowledge of office technology such as MS office package (Word, Excel, PowerPoint), Internet and e-mail application; experience in using SharePoint and other electronic communication software is highly desirable.
 - Ability to work independently, setting priorities and staying focussed in a busy environment.
 - Ability to work with highly confidential information.
 - Ability to communicate effectively with internal and external stakeholders.

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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
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.
3. Indicative net annual salary: Euro 53,465 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.
