



VACANCY ANNOUNCEMENT

Programme Officer, P-3 Conference Affairs Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 February 2026 23:59 hrs CET	VA 26/006/CA	As soon as possible	2 years with possibility of extension	Bonn, Germany

Publication date: 30 January 2026, Post number: 31061120 Funding: 40FCA/16806

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 in the Conference Affairs Division of the UNFCCC secretariat. The Division is responsible for the end-to-end planning and delivery of conference services for COPs, sessions of the Subsidiary Bodies (SBs), climate weeks, and intercessional meetings, ensuring high standards of effectiveness, inclusiveness, transparency, and credibility.

The post supports the UNFCCC secretariat's mandate to organize complex multilateral meetings by coordinating the planning and implementation of a core project under the Conference Technology Modernization Programme, which aims to modernize conference IT systems and related operational processes.

Within this context, the Programme Officer (P-3) plays a key coordination and delivery role for one of the main project components of this programme, contributing directly to improved conference delivery across the annual UNFCCC calendar.

The Programme Management Officer reports to the Manager, Conference Affairs Division.

Your responsibilities

The Programme Officer will be responsible for the following duties:

1. Programme and Project Delivery;

Within delegated authority, the Programme Officer is responsible for coordinating the planning, implementation, and delivery of one or more assigned project workstreams under the Conference Technology Modernization Programme, with a focus on operational readiness and user impact.

Key functions include:

- Coordinating the delivery of conference-related IT modernization initiatives, ensuring alignment with approved mandates, timelines, budgets, and quality standards;
- Translating business and operational requirements from Conference Affairs into clearly defined functional requirements for ICT delivery teams and vendors;



- Supporting the modernization of systems related to registration, meetings management, document dissemination, mandate tracking, and participant services;
- Ensuring solutions support events of varying size and format, including fully in-person, hybrid, and virtual meetings.

2. Planning, Requirements, and Operational Readiness

- Contributes to the development of implementation plans, roadmaps, and deployment schedules for modernized conference systems and services;
- Supports user-centered design approaches by gathering input from delegates, Chairs, secretariat staff, and service providers to improve usability and accessibility;
- Coordinates testing, user acceptance, and readiness activities ahead of COPs, SBs, and other major events;
- Supports the definition and documentation of standard operating procedures related to new or upgraded conference technologies.

3. Technology Enablement and Innovation (Applied Focus)

- Supports the practical application of digitalization, automation, and AI-enabled tools in conference operations, including areas such as:
 - Automated or assisted meeting transcripts and content synthesis;
 - Improved document discovery, management, and post-event access;
 - Enhanced participant services (personalized schedules, notifications, venue navigation);
- Monitors emerging technologies relevant to conference delivery and contributes to assessments of their feasibility, benefits, and risks in the UNFCCC context;
- Ensures that technology solutions are implemented in line with UN policies on data protection, accessibility, ethics, and information security.

4. Stakeholder Engagement and Change Management

- Supports change management activities associated with the rollout of new conference systems and services, including user communication and training materials;
- Helps ensure that Parties, observers, and other stakeholders are informed, prepared, and supported in using new digital tools before, during, and after meetings;
- Contributes to training and guidance for internal users and external participants on conference platforms and services;
- Collects feedback and lessons learned from events to inform continuous improvement.

5. Coordination and Collaboration

- Works closely with colleagues in the ICT sub-division, Conference Affairs teams, and other relevant divisions to ensure integrated delivery of conference services;
- Coordinates with external service providers and technology vendors under the guidance of senior staff;
- Contributes to collaboration with other UN entities and intergovernmental organizations to align conference technology solutions with UN-wide platforms and standards;
- Supports knowledge sharing and documentation of good practices in conference technology delivery.

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address



complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Learning continuously and knowledge sharing: Leverages processes and networks to contribute to the continuous learning and development of subordinates; Grants staff the time and resources necessary to invest in their professional development; Advises, coaches and actively supports staff, in particular women, on their professional growth and career development plans and opportunities; Creates and supports a learning environment in which the collective experience of colleagues is openly shared for the benefit of all.

Managerial Competencies:

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions, and analyses the different options and alternatives before reaching a sound conclusion.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in information systems, information technology, computer science, engineering, data science, or another related scientific discipline.
A first-level university degree in a relevant field combined with an additional two (2) years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of five (5) years of progressively responsible professional experience in climate change, environment, international relations, or a related area is required. Of these, at least two (2) years must be in an international setting, preferably within the United Nations system or a similar multilateral context. At least three (3) years of



experience in stakeholder engagement and knowledge-related work. Familiarity with the UNFCCC intergovernmental process, including experience in drafting technical and policy papers in the context of climate change adaptation, is required.

Experience in one or more of the following areas is highly desirable:

- Development of technology tools and solutions or conference delivery.
- Coordination or delivery of technology-related projects or workstreams;
- Experience with digital product procurement process in the UN system;
- Digital transformation or modernization initiatives in complex organizations;
- Experience with developing AI tools including within the Microsoft 365 Suite.

Language skills:

Required: Fluency in English (oral and written) is required.
Working knowledge of other UN language is an asset.

Specific Professional Knowledge and Skills

- Demonstrated ability to coordinate programme or project activities, monitor progress, and deliver results within agreed timelines.
- Strong technological awareness, with the ability to understand, explain, and apply digital tools and systems in an operational context.
- Ability to analyze and document business and functional requirements and translate operational needs into structured inputs for technical teams.
- Familiarity with United Nations conferences or event-related systems (e.g., registration, meetings management, document management, virtual or hybrid platforms) is an asset.
- Understanding of emerging technologies, including automation, data analytics, and AI-enabled tools, and their practical application and limitations in institutional settings.
- Excellent interpersonal, communication, and coordination skills, with the ability to work effectively with technical and non-technical stakeholders;
- Proven ability to work independently, proactively, and collaboratively in a fast-paced, deadline-driven environment.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks and priorities.

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. 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.



Page 5

3. Indicative net annual salary and allowances:

US\$ 71,335

(plus variable post adjustment, currently 40.0% of net salary),

plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.