

PROGRAMME MANAGEMENT OFFICER, NOC

Vacance de poste

Référence de l'avis de vacance: 276075

Réseau d'emplois : Economic, Social and Development

Famille d'emplois : Programme Management

Catégorie et classe : National Professional Officers, NO-C

Lieu d'affectation : ACCRA

Département/Bureau : Climate Change Adaptation Section

Date de publication : Jun 26, 2026

Date limite de candidature : Jul 25, 2026

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Org. Setting and Reporting

The United Nations Environment Programme (UNEP) is the leading global environmental authority that sets the global environmental agenda, promotes the coherent implementation of the environmental dimension of sustainable development within the United Nations system, and serves as an authoritative advocate for the global environment. The overall objective of UNEP's Climate Change Division is to deliver effective strategic guidance and high-impact action in support of the transition towards climate stability. Its work is guided by ambition, innovation, credible science, and alignment with global climate goals and the specific needs of Member States. The Climate Change Division works with Member States and partners to accelerate and support a just transition by addressing mitigation and adaptation gaps through enhancing implementation capacity, provision of data, information and knowledge, improving access to finance and technology, and building resilience. It promotes sustainable development and effective policies for climate stability; support action so that countries progress on decarbonization, dematerialization, and resilience pathways in line with their climate commitments, aspirations, and needs; and foster transparency in reporting. This position is located in UNEP's Climate Change Division, Adaption & Resilience Branch, Climate Change Adaptation Unit (CCAU), in the Ghana, Accra duty station. Under the direct supervision of the Head of the CCAU, the incumbent will be responsible for the following duties:

Responsibilities

a) Project Management and Technical Support: • Provide technical guidance and identify appropriate interventions and approaches for delivering the project objectives in consultation with constituents and stakeholders. Review and analyze country specific development plans and priorities, socioeconomic data, reports and other relevant information. Assemble and edit basic data required for planning, reporting and negotiation of project activities, considering different approaches and alternative methods for project design, management, problem identification and problem resolution. • Support delivery of the project objectives, building on previous adaptation planning efforts in the country • Ensure adherence to the UNEP rules and regulations for financial and administrative matters and ensure timely delivery of expected results of the project activities in the country with the support of the Finance Officer; • Assist in the programming and control of resources from all sources of funds, prepare budget estimates and expenditure forecasts by analyzing and monitoring resources as compared to planned activities, anticipate delays and make recommendations to project management for remedial action. • Undertake missions to project sites independently or accompanying other officials, to provide technical guidance and coaching to partners on -- project implementation and reporting requirements, and to identify challenges and propose solutions to resolve them. • Monitor progress of project activities by reviewing, verifying and analyzing work-plans, progress reports, final reports and other data for clarity, consistency and completeness. With the support of

the National M&E and Gender Officer, routinely analyze and aggregate field reports, M&E results and lessons to be learned to prepare reports and recommendations. Identify problems, propose solutions and action and follow-up to expedite implementation and meet targets. Follow up on delays, clarify information and data provided, and act as the primary focal point for partners' inquiries about clearance and processing requirements. Assist in the development and maintenance of information systems for use in monitoring and reporting on activities and performance. • Identify and document good practices, lessons learned and relevant experiences that may be shared with other countries, or at the regional or global level. • Provide technical inputs and quality review of project outputs, including studies, assessments and technical deliverables; • Perform other duties as may be assigned by the technical or administrative supervisors that are related to the goals of the project. b) Adaptation Policy process coordination • Provide inputs to and draft portions of terms of reference, policy briefs, research, tools, guidelines and other materials developed by the project. Prepare background information, periodical reports, subject matter related technical reports and statistical data on the status of project activities and relevant developments in the country. • Organize, participate as a resource person, and represent the project in consultative meetings, seminars and training workshops. Serve as a focal point for selected technical subjects and prepares speeches, make presentations and address meetings on behalf of the project. • Establish and maintain close and positive links with the relevant national, regional and local stakeholders, such as national, provincial and local authorities, non-governmental organizations, private sector actors and the media that are active in the country. • Maintain regular communication with the relevant specialists in UN -. Brief the specialists, project staff and consultants, and visiting officials, academics, UN and NGO partners and provide relevant information on project-related matters. • Act as the national technical focal point within the project - and ensure visibility of the project and its donor by using the relevant identifiers on all materials and publications, and at workshops and events. Maintain relations with the donor at the national level, in line with guidance provided by project management. • Draft, edit , or translate into local language(s) key news releases, media statements, communication materials, official correspondence, statements and speeches and other public information material to communicate project activities. • Collect and analyze data to identify trends or patterns and provide insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting. • Ensure that requirements, background information used for data analysis are documented.

Competencies

PROFESSIONALISM: Knowledge of climate change adaptation, ecosystem resilience and sustainable development in Ghana, or related Knowledge and ability to strengthen the resilience of ecosystems and populations in four regional hubs in northern Mauritania. The ability to analyze and interpret data in support of decision-making and convey resulting information to management. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work. **PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments, adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently. **TEAMWORK:** Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise, is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Education

Advanced university degree (Master’s degree or equivalent) in business administration, environmental science, management, economics, social science, project planning and management or a related field is required. A first-level university degree (bachelor’s degree or equivalent) in the specified fields of studies with two (2) additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Job - Specific Qualification

Not available.

Work Experience

A minimum of five (5) years of progressively responsible experience in project or programme management, including programme design, implementation, monitoring and evaluation, and reporting is required. Experience providing technical advisory support in climate change adaptation, environment and/or sustainable development work, including in the context of Ghana, is required. Experience in multi-cultural setting and/or the United Nations system is desirable. Work experience in understanding Ghana ecosystems and their services in support of livelihoods and adaptation is desirable. Work experience in national and sector policy development, analysis and public sector planning and budgeting, including contributions to technical advisory processes, is desirable. Work experience in integration of environment into sub-national and national development planning and budgeting processes is desirable. Work experience in institutional assessment and capacity building in relation to environment, natural resources management and sustainable development; monitoring and reporting is desirable. A minimum of 2 years or more of experience in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this job opening, English is required. The table below shows the minimum required level for each skill in these languages, according to the UN Language Framework (please consult <https://languages.un.org> for details).

Required Languages

Language	Reading	Writing	Listening	Speaking
English	UN Level II	UN Level II	UN Level II	UN Level II

Assessment

Evaluation of qualified candidates for this position may include a substantive assessment, such as a written test, which may be followed by a competency-based interview by phone or teleconference.

Special Notice

Appointment against this post is for an initial period of one (1) year and may be subject to extension. External candidate selected for this position will be granted a fixed-term appointment limited ("FTA limited") in accordance with section 2.2 (b) of administrative instruction ST/AI/2013/1 on Administration of fixed-term appointments. Renewal of appointment is contingent upon continued existence of mandate and availability of funding. If this position is discontinued, the incumbent will be separated from service. United Nations Secretariat staff members who meet the definition of "internal candidate" in staff rule 4.10 who are selected for this position subject to limitation will retain their current appointment status and will be reassigned or transferred to the position, without a lien to their parent position. This position is open to NATIONALS OF GHANA ONLY. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position. When completing the Candidate Profile form, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you. At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening. On-line applications will be acknowledged where an email address has been provided. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. If the problem persists, please seek technical assistance through the Inspira "Contact Us" link.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who

may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions. Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on “Manuals” in the “Help” tile of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. All external candidates recruited in accordance with section 2.2 (a) of ST/AI/2025/3 for a fixed term appointment without limitation and all external candidates recruited in accordance with section 2.2. (c) of ST/AI/2025/3 for a fixed term appointment limited to the entity are subject to an initial probationary period of one year under a fixed-term appointment. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.