

Programme Management Consultant

Job Opening

Job Opening ID: 261931

Job Network : -

Job Family : -

Category and Level : Consultants, CON

Duty Station : BONN

Department/Office : Convention to Combat Desertification

Date Posted : Jul 28, 2025

Deadline : Aug 4, 2025

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Result of Service

- Ensure smooth project management processing.
- Successful organization of key events.

Work Location

Bonn office.

Expected duration

September 2025 to January 2026.

Duties and Responsibilities

Background: The United Nations Convention to Combat Desertification (UNCCD) is an international agreement on good land stewardship. It helps people, communities, and countries to create wealth, grow economies and secure enough food and water and energy, by ensuring land users have an enabling environment for sustainable land management. Through partnerships, the Convention's 197 Parties set up robust systems to manage land degradation and drought promptly and effectively. Good land stewardship based on a sound policy and science helps integrate and accelerate the achievement of the Sustainable Development Goals, builds resilience to climate change and prevents biodiversity loss. Land also plays a key role in the prevention, preparedness, response, and recovery phases of the COVID-19 pandemic, securing rural livelihoods and creating green jobs, supporting community resilience and maintaining the sustainable delivery of ecosystem services. The functions of the secretariat are, among others, to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies. In addition, the secretariat also provides assistance to Parties in implementing the Convention. The Communications, External Relations and Partnerships (CERP) Unit supports the mandate of UNCCD by providing an overall strategic direction on communications, external relations and partnerships, underpinned by innovation and the use of effective tools. It leads and coordinates UNCCD's engagement with key stakeholders and builds partnerships to mobilize corporate resources and raise the visibility of land issues on

the political and public agendas. Furthermore, it acts as the UNCCD brand guardian, leading global strategic communication at corporate and programmatic levels, nurturing creativity and ambition to reach new audiences with world-class, science-based communication and advocacy. This assignment objective is to provide programmatic, procurement, administrative along with the travel support to the CERP team. The Programme management consultant will also assist in the preparation of the various CERP events, meetings, workshops as well as for CRIC23. **Duties and Responsibilities:** Under the direct supervision of the Chief of Communications, External Relations and Partnerships (CERP) Unit, the consultant will support the programme, projects and events management of the unit. The consultant will perform the following activities:

- Assists Chief of Unit on overall operations of the CERP unit services, projects and programmes.
- Support the development of information and promotional materials.
- Assists in monitoring timely implementation of planned activities, assess the progress towards achievements of planned targets in accordance with the biannual work plan.
- Manage filing of the programme documentation in internal filing system, ensuring documents are accessible to concerned stakeholders.
- Draft various reports and memos as and when needed/requested.
- Provide logistical and administrative support in the organisation of relevant events, campaigns, workshops of the secretariat including CRIC23, ensuring that the substantive and logistical planning are well-managed and complementary.
- Prepare team and units expenditure records and supports processes related to procurement, travel and events (workshops/meetings), in collaboration with the Administrative Services Unit.
- Serve as a focal point for the contract requests (Individual contracts, Institutional contracts, LTAs, MOUs etc.)
- Performs other duties as assigned.

Qualifications/special skills

- Bachelor's degree in a relevant field of environment, international relations or project management is required.
- At least 2 years of experience in the field of monitoring of programmes, projects and/ or grant management components in public or non-governmental or international organizations is required.
- Experience in project management processes please specify is it required.
- Demonstrated ability to work with diverse teams, including virtually please specify is it required.
- Excellent planning, organization and teamwork skills is required.
- Experience or familiarity with the United Nations System is required.

Languages

- Fluency in oral and written English is required. Knowledge of another official United Nations language is desirable

Additional Information

Only individuals who can act as independent, individual economical operators are qualified to apply. Individuals who can provide their services only on account of an institution or enterprise are not eligible under this procedure. Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations Secretariat and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultant and individual contractor is responsible for determining tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

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.