



**FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat**  
**CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat**

**VACANCY ANNOUNCEMENT**

**Re-advertisement**

Candidates who applied to VA 08/E041 advertised in April 2008 do not need to re-apply.

**SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME**

**Clean Development Mechanisms (CDM)**

**- Public Information Unit (PIU) -**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 08/E064</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>24 July 2008</b>
<b>DEADLINE FOR APPLICATION</b>	<b>22 August 2008</b>
<b>TITLE AND GRADE:</b>	<b>Public Information Officer, P-4</b>
<b>POST NUMBER:</b>	<b>FRA-2922-V003-P4-010</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 63,052 to 69,744 (without dependents)</b> <b>US\$ 67,709 to 75,047(with dependents)</b> <b>(plus variable post adjustment, currently 73.3% of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

**Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Sustainable Development Mechanisms (SDM) Programme supports the implementation of the Kyoto mechanisms, the Clean Development Mechanism (CDM) and Joint implementation (JI). The Public Information Unit (PIU) supports the CDM Executive Board by broadening the public understanding of the CDM.

**Responsibilities**

Under the general guidance of the Director of the SDM Programme and the direct supervision of the CDM Coordinator, the incumbent takes the lead in strategic planning, development and implementation of large, complex public information programmes that facilitate the understanding of the CDM process by different target groups, both internally and externally to the Secretariat. In undertaking his/her duties, the incumbent acts in consultations with the Information Services programme and in line with UNFCCC communication strategy.

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1. Providing the lead in strategic planning, development and implementation of large, complex communications information programmes on broad-reaching issues specific to CDM. In particular, the incumbent will:
  - Provide advice and expertise to the CDM Coordinator, sub-programme Managers and other staff of the programme on a range of public affairs issues, methods and approaches;
  - Anticipate and resolve communications/public relations issues/problems;
  - Develop strategic partnerships with key constituencies to elicit support for and maximize impact of promotional objectives to enhance visibility of sustainable development mechanisms;
  - Prepare or oversee preparation of reports on developments, trends and attitudes regarding the CDM
  
2. Interpreting and disseminating policy, providing procedural advice to the CDM Coordinator on a diverse range of information communications products in support of major CDM campaign initiatives. In particular, the incumbent will :
  - Prepare or oversee the preparation of written communications prepared by staff of other CDM units;
  - Evaluate results and impact of communications activities;
  - Ensures optimal dissemination of information on CDM to other units within the programme and the secretariat in a coordinated manner.
  
3. Planning, developing and implementing outreach activities of the CDM based on decisions by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (COP/MOP) and the CDM Executive Board. In particular, the incumbent will:
  - Serve as spokes person/principal liaison;
  - Organise seminars, lectures, conferences, questions and answers (Q&As), public events on major issues and events concerning the CDM and the Carbon Market in general;
  - Serve as spokes person/principal liaison, organise media coverage and arrange for media contacts, press releases, briefings, interventions and other media related activities; Ensure that web presence of the CDM adequately reaches current and potential users by being informative and user-friendly.
  
4. Leads the day-to-day operation of the unit including the coordination and supervision of the publication information staff and the direction of substantive and administrative activities.
  
5. Undertakes other ad hoc tasks as identified by the supervisor.

### **Requirements**

- Advanced university degree (master's degree or equivalent) in communications, journalism, public relations or other related fields. A combination of relevant academic qualifications and experience may be accepted in lieu of the advanced university degree.
- At least seven( 7) years of progressively responsible professional experience in journalism, communications or public relations, including experience at the international level. Prior experience in a UN organization and/or knowledge of sustainable development mechanisms, in particular extensive exposure to CDM, is desirable.
- Fluency in spoken and written English. Working knowledge of French and/or other UN languages desirable.

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### Evaluation criteria

**Professionalism:**

Familiarity with and experience in the use of various research methodologies and sources.  
Ability to plan, develop, implement, monitor and evaluate in the field of communications and public information.

The capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges.

Ability to provide sound technical advice to managers.

**Commitment to Continuous Learning:**

Willingness to keep abreast of and promote new developments in the appropriate professional field.

**Communication:**

Ability to act as an effective spokesperson internally and externally.

The capacity to draft clear concise high quality reports or documents relating to area of professional expertise.

**Technological Awareness:**

Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

**Teamwork:**

Ability to establish good interpersonal skills and ability to maintain effective working relations in a multi-cultural organization.

Ability to gain the assistance and cooperation of others through the demonstration of leadership.

### To apply

Quoting Vacancy Announcement Number 08/E064, applicants are requested to complete and submit a United Nations Personal History form (P11) to be found on our website [unfccc.int](http://unfccc.int) - at this stage no signature is needed on the P11 form - preferably via email to [vacancies@unfccc.int](mailto:vacancies@unfccc.int) or by fax/regular mail to:

**Chief Human Resources Unit  
Climate Change Secretariat (UNFCCC)  
P.O. Box 260 124  
D-53153 Bonn, Germany  
Fax (49-228) 815-1999**

**Please note:**

- 1. Qualified women candidates and candidates from developing countries are especially encouraged to apply**
- 2. Service is limited to the UNFCCC Secretariat**
- 3. 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.**