



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

UNFCCC Internal/External Vacancy Announcement

EXECUTIVE DIRECTION AND MANAGEMENT (EDM)
Management and Coordination

VACANCY ANNOUNCEMENT NO:	UNFCCC Internal/External VA 07/E021
PUBLICATION DATE:	18 May 2007
DEADLINE FOR APPLICATION:	15 June 2007
TITLE AND GRADE:	Associate Programme Officer, P-2
POST NUMBER:	FCA-2911-P2-001
INDICATIVE NET ANNUAL SALARY:	US\$ 42,818 net salary (without dependents) US\$ 45,650 net salary (with dependents) plus applicable post adjustment, UN benefits and pension fund
DURATION OF APPOINTMENT:	One and half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY:	As soon as possible

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 Executive Direction and Management (EDM) programme is promoting the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. The EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of financial and human resources of the secretariat and maintains information flow, including through a registry and messenger system, for the whole secretariat.

Responsibilities

Under the direct supervision of the Special Adviser and the overall supervision of the Executive Secretary, the incumbent provides support to the EDM programme by assisting in servicing the secretariat's senior management body, in preparing for external outreach, and in facilitating inter-programme communication. The incumbent also provides special assistance to the Executive Secretary in various meetings. He/she assists the Special Adviser in selecting and analyzing relevant information on climate change issues from various sources. In particular:

1. Guided by the Special Adviser, the incumbent acts as secretary to the Management Team (the secretariat's senior management group) preparing agendas, meeting schedules, drafting minutes, organizing availability of meeting documents and monitoring follow-up.
2. Prepares briefs and background information for use by the Executive Secretary in interviews, assists in preparing substantive presentations, speeches and contributions to publications for the Executive Secretary, including by drafting texts.

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3. Prepares the Executive Secretary's outreach missions by:
 - Drawing up programmes of visits to international organizations, ministries, conferences, etc., in close contact with responsible programmes or units in the secretariat;
 - Preparing the mission files with relevant background papers and, if appropriate, speaking notes.
4. Assists the Executive Secretary during meetings of the Conference of the Parties and its Subsidiary Bodies by preparing background notes and briefings, by reporting on relevant developments in the negotiations and side-events, and by preparing summary reports for bilateral meetings of the Executive Secretary.
5. Assists the Special Adviser in analytical work by reviewing, selecting and analyzing relevant internal and external material on climate issues from various sources within the mandate of the office of the Executive Secretary.
6. Assumes responsibility for the development and maintenance of the internal and external web page content of the programme.
7. Performs other duties as assigned in support of the functions of the Special Adviser, including support on managerial and budgetary aspects.

Requirements

- First level university degree in economics, international affairs, social or environmental science or a related discipline.
- At least three years relevant experience of which two years should have been in an international environment.
- Experience with an intergovernmental process and UN experience is an asset.
- Fluency in English. Working knowledge of French and/or other United Nations languages desirable.

Evaluation criteria

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgement in the work environment; the capacity to plan own work and manage conflicting priorities.
- **Commitment to Continuous Learning:** Willingness to keep abreast of new developments in the field of information technology.
- **Communication:** Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.
- **Technological Awareness:** Ability to make effective use of required computer software and other equipment relevant to the post.
- **Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

To apply

Quoting Vacancy Announcement Number **07/E021**, applicants are requested to submit a United Nations Personal History form (P-11) - to be found on our website **unfccc.int** - (no signatures required at this stage) preferably via email to: vacancies@unfccc.int or by fax/mail to:

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

United Nations staff should apply using an updated UN Personal History Form (P-11) as well as attaching a copy of their latest PAS or equivalent performance appraisal form. /...

Please note:

- **Qualified women candidates and candidates from developing countries are especially encouraged to apply!**
- **Service is limited to the UNFCCC Secretariat.**
- **All applications will be confirmed but only candidates invited for an interview will be informed of the outcome of the selection process.**