



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

VACANCY ANNOUNCEMENT

INFORMATION SERVICES (IS) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 07/E053
PUBLICATION/TRANSMISSION DATE:	14 November 2007
DEADLINE FOR APPLICATION	13 December 2007
TITLE AND GRADE:	Coordinator, D-1
POST NUMBER:	FCA-2943-D1-001
INDICATIVE NET ANNUAL SALARY:	US\$ 87,407 to 93,504 (without dependents) US\$ 94,564 to 101,602(with dependents) (plus variable post adjustment, currently 63% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a 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.

Information Services (IS) ensures that information and communication technology (ICT), knowledge management (KM), and communications and media relations services are in place to assist Parties and the UNFCCC secretariat in managing and disseminating information.

Responsibilities

Under the delegated authority of the Executive Secretary, and under the supervision of the Deputy Executive Secretary, the incumbent is responsible for the operation and management of the secretariat's Information Services Programme, in particular:

1. Coordinates and manages the human and financial resources of the Information Services Programme. Directs staff by developing work plans, guiding performance and monitoring activities; oversees the development, implementation and day-to-day execution of operating policies in the areas of information and communication technologies (ICT), knowledge management and external communication and media activities. Coordinates the IS budget, medium and long term plans and investment strategies.
2. Leads the design, development and management of the secretariat's ICT Information Architecture Plan; including policy framework and investment strategy for ICT infrastructure, systems, security and disaster recovery, and support services. Directs the planning and implementation of secretariat policy for hardware, software, and service and operational level agreements to support staff and mandated information systems. Oversees the work programme of the Information and Communication Technology Committee.

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3. Formulates and implements secretariat-wide knowledge management programmes, policies and systems in order to increase efficiency and sharing of information internally, and speed delivery of information and service to Parties. Identifies potential areas for development and oversees internal and external feasibility initiatives. Directs development of management plans providing medium and longer-term resource implications, and oversees implementation, including organizational change requirements.
4. Coordinates substantive and logistical inputs to a comprehensive communications outreach focused on the intergovernmental climate change process and implementation under the Kyoto Protocol. Advises to the Executive Secretary and other senior staff in shaping appropriate responses to the media, as well as oversight of the secretariat's spokesperson.
5. Represents the Executive Secretary and the secretariat in negotiations and consultations on information services matters such as:
 - a. Liaises with government officials, designated service providers and broadcasting companies on the provision of ICT, web-cast, TV and radio services for the Conference of the Parties (COPs);
 - b. Deals with internal and external auditors with regard to ICT and knowledge management services; UNOG, UNCCD and UN in Bonn on common network and telecommunications services; the UN, UNEP, WMO, IPCC, and others on media outreach;
 - c. Negotiates with the UN system on the use of system-wide service contracts or volume purchase arrangements.
6. Chairs/participates in joint advisory bodies and committees such as the secretariat senior management team, Management Committee, Intergovernmental Planning Committee, Media Policy Group, Steering Committee of the UN in Bonn Common Information Space project, UN Information Group etc.

Requirements

- Advanced university degree (Masters or equivalent) in Computer Sciences, Information Systems, Communications, Knowledge Management, or other relevant field.
- At least fifteen (15) years of progressively responsible professional experience at the national or international level in the public or private sector. At least four (4) years at the international level.
- Fluency in written and spoken English. Working knowledge of another UN language. Knowledge of German is an asset.

Evaluation criteria

Professionalism:

Demonstrated ability to provide seasoned effective specialized advice in a broad range of information and communication technologies and information systems; ability to translate broad strategic directions into effective operational activities.

Communication: Excellent communication skills, both oral and written.

Client (service) oriented: Ability to identify "clients" needs and appropriate solutions; ability to maintain productive partnerships with "clients".

Judgement/Decision making: Mature judgement and initiative, imagination and resourcefulness, energy and tact; proven ability to provide strategic direction..

Vision: Ability to identify key strategic issues, opportunities and risks; clearly communicate links between the secretariat's strategy and the programme's goals.

Leadership: Proven track record of excellent management and technical leadership skills and ability to delegate appropriate responsibility, accountability and decision-making authority; demonstrated flexibility in managerial decisions relating to information and communication issues; proven analytical skills of complex information and communication technologies and information systems policies and programmatic issues leading to innovative information and communication actions; ability to develop and implement change initiatives.

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To apply

Quoting Vacancy Announcement Number 07/E053, applicants are requested to complete and submit a United Nations Personal History form (P11) to be found on our website unfccc.int - at this stage no signature is needed on the P11 form - preferably via email to 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 your application, however, only candidates under serious consideration and contacted for an interview will receive notice of the final outcome of the selection process.**