United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

COMMUNICATION AND OUTREACH (CO) PROGRAMME

VACANCY ANNOUNCEMENT NO:	**VA 13/033/OC**
PUBLICATION/TRANSMISSION DATE:	**02 May 2013**
DEADLINE FOR APPLICATION	**31 May 2013**
TITLE AND GRADE:	**Associate Public Information Officer, P-2, (Online Services)**
POST NUMBER:	**FRA-2943-V256-P2-001**
DURATION OF APPOINTMENT:	**One year, 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 international political process to address climate change. The UNFCCC secretariat supports the Convention and its Kyoto Protocol through a wide range of activities, including substantive and organizational support to meetings of the Parties and to the implementation institutions and processes under the Convention and its Kyoto Protocol, and support to Parties in the continuing evolution and strengthening of the multilateral climate change regime.

The secretariat's Communications and Outreach (CO) programme is responsible for external communications, media relations, on-line public information and outreach to stakeholders in support of the UNFCCC and the Kyoto Protocol. The programme leads the public advocacy work of the Climate Change Secretariat and the strategic high level engagement of stakeholders involved in the development of climate change policies.

Responsibilities

The post is located in the Public Information and Media Services Unit (PIMS) of the Communications and Outreach Programme (CO). The overall purpose of CO is to manage communications and outreach activities. The PIMS unit is accountable for public information services (website, social media, mobile applications, e-newsletter, publications, webcast), media services at conferences, outreach activities and brand management. The incumbent of the post is accountable for:

1. Providing administrative and technical management of all the Audio-Visual activities for the secretariat, consisting of:

   a. Managing the audio-visual production of the Executive Secretary's and senior manager's statements for conferences, e-newsletters and online media.

   b. Planning and producing audio-visual material, such as audio streams, videos, animations or graphics as required.

   c. Liaising with third parties on the production, archiving and dubbing of audio-visual content.

   d. Undertaking analysis, review and development of new audio-visual tools to improve the secretariat's outreach activities.

2. Participating in the conceptualization, development, design and implementation of the digital communications and social media strategies of the secretariat, more specifically:

a. Creates new features and applications to better integrate the social media tools into the secretariat's website.

b. Advises Content Management System (CMS) users on complex web projects.

c. Provides Content Management System (CMS) training and coaching

d. Drafts a variety of written documents like training materials, technical and user documentation.

3. Managing the secretariat's web cast program for regular and ad hoc events:

a. Analyses, reviews and recommends technical specifications for webcast events and services and administers the procurement processes for equipment and services.

b. Leads the webcast production projects, provides guidance to the webcast team and instructions to the webcast service provider, Host Broadcasters and audio-visual teams.

c. Sets quality standards for the delivery of webcast services and clarifies requirements and standards for contracted webcast service suppliers.

d. Ensures the integration of the social media tools into the webcast application.

e. Provides training for webcast editors for major conferences and meetings.

f. Evaluates all aspects of webcast services and ensures that production qualities meet established standards.

Essential Requirements
(Only candidates who meet the requirements stated below will be considered.)

Educational background: First degree (Bachelor of Arts) in (Digital) Media Studies, Communications, Public Relations, International Relations or related field.

Experience: A minimum of –three years of progressively responsible experience in communications, in particular in digital media and audio-visual productions, in webcast and website production, in social media, and information and content management systems.

Specific professional knowledge: Knowledge of audio-visual productions, filming equipment, editing tools, Web Content Management Systems, large and complex webcast productions, and social media tools.

Job-related skills: Film production skills (filming, editing), webcast production skills (project management and technical skills), social media skills, analytical skills (analysis of user statistics), proactivity and motivation (willingness to continuously improve the secretariat's communication channels)

Language requirements: Excellent (or native speaker) English, other UN languages and German are an advantage.

Expected competencies

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 judgment 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 work.

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.

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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

Candidates, whose qualifications and experience match the requirements for this position, should use the on-line application system available at http://unfccc.int/secretariat/employment/recruitment.

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.
4. Salary and allowances: **US$ 46,730 to 52,645 (without dependents)**
US$ 49,821 to 56,347 (with dependents) plus variable post adjustment, currently 49.2% of net salary) plus other UN benefits as indicated in the below link.
https://unfccc.int/secretariat/employment/conditions-of-employment.html