



VACANCY ANNOUNCEMENT

Associate Internal Communications Officer, P-2

Communications and Engagement Division

Communication and Knowledge Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 September 2022 23:59 hrs CET	VA 22/058/C&E	As soon as possible	Two years with possibility of extension	Bonn, Germany

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The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

Where will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Communications and Engagement division as part of the Communication and Knowledge subdivision, which supports external and internal communications, as well as provides knowledge management services, to ensure that all stakeholders are well informed and can access the information they need to support or engage with the UNFCCC process. The subdivision produces and manages news and information to publicise, catalyze and showcase the implementation of climate action by all Parties and non-Party stakeholders and manages the information and knowledge of the secretariat and the intergovernmental climate change process.

The Internal Communications and Knowledge Management unit provides cross-cutting support to the secretariat and the intergovernmental climate change processes by championing an organisational culture of knowledge sharing through developing and implementing knowledge management strategies encompassing people, processes and systems and facilitating internal communications through relevant services and products, including information and knowledge management systems and virtual collaborative working tools which break down silos, create an environment of trust and suit the organisation's needs over time to optimally realise staff engagement in knowledge sharing and internal communications.

Reporting to the Team Lead, Internal Communications and Knowledge Management unit (P-4) and working closely with other units in the sub-division and across the secretariat, you will be responsible for the preparation of internal communication products and services in alignment with the internal communication strategy. As part of a cross-cutting division, you will work closely with other secretariat divisions to optimally realise staff engagement in knowledge sharing through internal communications, including coordinating, preparing and supporting secretariat internal email messaging, articles, news stories, presentations, and any other information for the website, intranet, internal digital signage, and other collaborative platforms and tools.



Your responsibilities

You will be responsible for the following tasks:

1. Providing support on development of the internal communications strategy:

- a. Provides support to the preparation of the secretariat's internal communications strategy;
- b. Implement, monitor, and revise the internal communication strategy, undertaking broad consultation with stakeholders as required, and advising and ensuring appropriate tools and channels are used throughout the organization in accordance with appropriate governance/guidance;

2. Content and activity implementation:

- a. Develops content for internal platforms in support of the internal communications strategy by compiling and analysing data and other information and rendering it in an easy to read format;
- b. Plans and implements activities against the internal communications strategy and defined objectives and targets, tracking progress on the status of strategy implementation and resource mobilization;
- c. Working in close coordination with internally established decision-making bodies (Management Team and its sub-committees) and other cross-cutting committees, develops products for posting on the Intranet and/or other collaboration and information-sharing tools to ensure effective communication to all staff on decision-making and matters of organizational interest;
- d. Provides advice, guidance and support to executive management and divisions for targeted time-sensitive internal communication initiatives;
- e. Provides internal communications support to secretariat committees, working groups or initiatives and represents the secretariat on relevant internal communications inter-agency committees, working groups or task forces;
- f. Proposes innovative ways to keep secretariat staff informed and engaged on secretariat matters relating to its operations and programmatic work programmes.

3. Conference and event communication support

- a. Develops and maintains internal communication channels, plans, services and products for conferences or events such as climate change conferences, regional climate weeks, workshops and meetings;
- b. In consultation with executive management and other divisions, identifies and proposes information-sharing opportunities, activities and approaches, taking into account the situation/topic and target audience;
- c. Identifies key internal contacts and opportunities for strategic partnerships to facilitate internal communication efforts and maintains working relationships with the same;
- d. Performs other duties as required.

Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in



keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) degree in communications, corporate communications, marketing, public information, journalism and/or related fields is required. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: At least two (2) years of relevant professional working experience in corporate communications or public information and/or related fields is required.
Experience in maintaining corporate internal communication channels, plans, services, and products.
Experience with both internal and external stakeholders is desirable.
Knowledge of Drupal, SharePoint Designer, Visio, PowerShell or Visual Studio will be considered an advantage.

Language skills

Required: Fluency in English (both oral and written) is required; knowledge of another UN official language is an advantage.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>



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Please note:

1. Service is limited to the UNFCCC secretariat.
2. 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.
3. Indicative net annual salary and allowances:
US\$ 49,254 to US\$ 56,064
(plus variable post adjustment, currently 23.6% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
