



**VACANCY ANNOUNCEMENT
ADAPTATION PROGRAMME**

Cross-cutting Support and Outreach (CSO) Subprogramme

ANNOUNCEMENT NO:	VA 14/032/A
PUBLICATION/TRANSMISSION DATE:	28 March 2014
DEADLINE FOR APPLICATION:	26 April 2014
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FCA-2926-P4-003
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 supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Adaptation programme of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation, including activities relating to national adaptation plans (NAPs), national adaptation programmes of action (NAPAs), the Nairobi work programme, the Warsaw international mechanism for loss and damage, the Adaptation Committee and research and systematic observation. The Adaptation Programme engages Parties and stakeholders including national, regional, multilateral and international organizations, the public and private sectors, civil society and other relevant stakeholders. The programme also addresses the process of reviewing the adequacy of the long-term global goal and the consideration of various matters related to science.

The Cross-cutting Support and Outreach sub programme of the Adaptation programme includes two units: (1) the Stakeholder Engagement and Knowledge Management (SEKM) unit, which is accountable for (a) engaging stakeholders and experts, and sharing and managing knowledge across all areas of adaptation; (b) cooperating with other relevant organizations (UN agencies, IGOs, NGOs, regional centres and networks, private sector); and (c) communications and outreach to Nairobi work programme partners, including partners of the Private Sector Initiative, and database administration; and (2) the Adaptation Committee Unit (ACU), which is accountable for supporting the Adaptation Committee.

The Programme Officer (Team Leader) leads the team responsible for the activities of the Stakeholder Engagement and Knowledge Management (SEKM) unit. The Key Results/Accountabilities are:

- Team leader
- Technical leadership and advice in supporting the stakeholder engagement, cooperation and outreach
- Representation and knowledge management
- Resource mobilization

Responsibilities

1. Leads a team of professional staff to support the work on stakeholder engagement, cooperation, knowledge management and outreach. Activities include but are not limited to:

- a. Under the guidance of the CSO Manager, leading the SEKM unit, with accountability for work /...

plan development, delegation of responsibilities, and coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives;

- b. Managing the unit's human resources, including drafting job descriptions, drafting recruitment requests including interview questions and participation on panels, conducting performance appraisals of unit staff as first line supervisor, and providing career development guidance;
- c. Fostering teamwork among staff in the unit and between them and other units in the subprogramme, Adaptation Programme and wider secretariat.

2. Leads activities on stakeholder engagement, cooperation and the Programme's knowledge management across all areas of adaptation. Activities include but are not limited to:

- a. Coordinating policy development, including the review and analysis of issues and trends, preparation of evaluations on engagement of a wide range of stakeholders across the different mandates fulfilled by the programme;
- b. Developing strategically beneficial relationships with external actors (including UN agencies, IGOs, NGOs, regional centres and networks) to gain a better understanding of adaptation needs in the context of long-term adaptation objectives under the UNFCCC process; and iteratively developing and implementing revising the long-term communication and outreach strategy on adaptation;
- c. Leading environmental scanning for current knowledge and science, best practices and lessons learned pertaining to adaptation issues through thematic focal points accountable for continual outreach and internal dissemination of same;
- d. Creating a strategy for and managing the identification, creation, distribution and adoption of substantive data, information, insights, experiences, best practices and lessons learned, on impacts, vulnerability and adaptation, including insofar as these relate to the UNFCCC's mandate and processes, and ensuring wide dissemination of associated knowledge products and information;
- e. Enhancing synergy and coordination of the work of the unit among the other Adaptation subprogrammes as well as with other programmes within the secretariat in the context of the broader objectives of the secretariat.

3. Leads communications and outreach to Nairobi work programme partners, including partners of the Private Sector Initiative, and ensures effective database administration and quality control. Activities include but are not limited to:

- a. In cooperation with other relevant sub programmes, managing a consistent flow of information to the NWP focal points and database managers in order to maintain an up to date and consistent database of partners, experts and Action Pledges;
- b. Leading the implementation of the Private Sector Initiative, engaging with stakeholders and implementing the long-term cooperation and engagement;
- c. Ensuring effective database administration and quality control of NWP database.

4. Leads implementation of adaptation-wide outreach and cross-cutting adaptation work. Activities include but are not limited to:

- a. Leading the work on the implementation of adaptation mandates of a cross-cutting nature, including as input to other programmes, e.g. Compilation and Synthesis of National Communications, Biennial Reports, Log-books, synthesis reports on capacity-building, technology, etc., as well as any relevant tasks requested to the Adaptation programme by the Executive Secretary and the Communication and Outreach Programme;
- b. Providing advice to chairs of negotiating bodies with regard to adaptation-related agenda items of a cross-cutting nature, as required;
- c. Managing the development and preparation of written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, relating to adaptation;
- d. Leading the organization and knowledge and outreach aspects of the annual Adaptation Forum and other similar high-level events;
- e. Leading and providing guidance and expert advice on the production, content and quality control of the programme's knowledge products, including the Adaptation Programme's web pages, substantive databases, publications, press releases, newsletters and the programme's social media presence;
- f. Managing the identification and response to the programme's needs relating to learning, training and team building, including through retreats and other collective activities;
- g. Managing the Engagement Agreement and coordinating programme-wide IT needs for developing databases and web-based platforms, incorporating and sharing new software, tools

and solutions for the Adaptation programme, including liaising with ITS and other relevant programmes on the evolving functionality requirements and ensuring timely delivery.

5. Mobilizes resources. Activities include but are not limited to:

- a. Managing activities related to resource mobilization of the unit (project preparation and submissions, progress reports, financial statements, etc.) and to the preparation of related documents/reports (work programmes, programme budget, etc.);
- b. Enhancing the secretariat's effectiveness in resource mobilization efforts by assisting the subprogramme Manager and Programme Coordinator in the identification of potential donors or approaching Parties requesting additional activities to discuss financial resource requirements for potential or ongoing projects;
- c. Providing substantive input to the secretariat's central resource mobilization unit in Administrative Services (AS).

6. Performs any other job related activity required to achieve the goals and objectives of the subprogramme, the Programme or the Secretariat.

Essential Requirements

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

Educational Background: Advanced university degree in environmental sciences, economics, development studies or a related discipline is required.

Experience: At least seven (7) years progressively responsible professional experience at the international level in the monitoring, analysis, reporting and representation of technical programme/project activities on climate change issues is required. At least two (2) years of the total 7 must include adaptation issues in particular.

Specific Professional Knowledge:

- Knowledge of the UNFCCC intergovernmental support process.
- Knowledge of climate change adaptation issues in developing countries, including least developed countries.
- Good knowledge of the Climate Change Convention and its Kyoto Protocol as well as the Cancun Adaptation Framework.

Job-related skills

- Demonstrated skill in work plan development and delegation of responsibilities in a formal or informal team environment.
- Demonstrated skill in coordinating and/or leading the development of technical reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders is essential.
- Strong oral and written communications, including advocacy skills are required in order to effectively interact with a wide range of partners, including stakeholders, other partners, including UN agencies, SBs/COP Parties' representatives, etc. on technical issues. Experience with development issues in least developed countries is essential.

Language requirements: Fluency in English, both oral and written, is required; working knowledge of another official UN language would be an asset.

To apply

Candidates whose qualifications and experience match the requirements for this position should use the online 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: USD 67,611 to 74,787 net (without dependents)
USD 72,605 to 80,502 net (with dependants)
(plus variable post adjustment, currently 53.1% of net salary), plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>