



## Announcement for Fellowship

Executive Direction and Management (EDM)  
Office of the Executive Secretary

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
04 June 2018	18/FP01/EDM	As soon as possible	One year 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 historic 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.

Thanks to funding from the Government of Italy, the UNFCCC secretariat is launching the Capacity Award Programme to Advance Capabilities and Institutional Training in one Year (CAPACITY) as a new Fellowship Programme with the aim of developing capacity of negotiators and therefore increase the level of implementation of the Paris Agreement. The CAPACITY Fellowship Programme will contribute to building capacity for addressing climate change in Small Islands Developing States (SIDS) and Least Developed Countries (LDCs), through the development of local professional expertise by:

- Supporting innovative analytical work on climate change in the context of sustainable development;
- Promoting a network of experts who can bring creative and innovative options to bear on questions of climate change;
- Encouraging the leadership potential of young and promising professionals in their fields.

The Programme target group consists of mid-career professionals who are already in a government's employment and who are nationals of and working in a SIDS or LDC Party. While Fellowships are awarded to individuals, the need for development/training must occur within the context of the organization for which an applicant works. The training must help the organization to develop its capacity.

### **Where will you be working**

The Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol and Paris Agreement bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol and Paris Agreement 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 the financial and human resources of the secretariat and maintains the information flow for the whole secretariat..



### **What will you be doing**

Article 7, paragraph 2(l), of the Convention states that the Conference of the Parties (COP) shall seek and utilize the services and cooperation of, and information provided by, competent international organizations and intergovernmental and non-governmental bodies. Thus, the secretariat accords high priority to working with other international organizations, including United Nations entities, secretariats of other multilateral environmental agreements and the scientific community. In this context, you will:

- Support the convening of meetings, preparation of agendas, minutes, monitoring implementation of decisions;
- Support mapping activities of the secretariat wide work with UN and contributing to mapping of UNFCCC streams of work that contribute to the Sustainable Development Goals (SDGs);
- Support on the preparation of initial drafts of MoUs;
- Support to United Nations system participation at United Nations Climate Change Conferences – including troubleshooting, responding to queries, coordinating and preparing inputs for briefings to the United Nations system)

### **What are we looking for**

#### **Educational background**

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Required: Master degree in environmental, engineering, economics, international relations, social studies or a related field. A combination of a first-level university degree and an additional two years of relevant work experience may also be accepted in lieu of an advanced degree.

#### **Experience**

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Required: At least three years of experience in climate change, sustainable development, economics, or social issues, with strong drafting skills on policy and technical papers. Knowledge of information exchange and interaction with various stakeholders including governments, international organizations, research institutions, private sector and NGOs is also an important asset.

#### **Language skills**

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Required: Proficiency in written and spoken English.

Desired: Knowledge of another UN official language.



## **Others**

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1. The Fellowship Programme is open to individuals
  - a. Currently employed in a governmental organisation (national, regional, provincial or local) including educational institutions, research institutes and ministries.
  - b. Be a national of an eligible LDC or SIDS country.
2. The secretariat will consider candidates only from SIDS or LDC Parties with a view to ensuring gender balance in the selection of candidates.

### **What is the selection process**

You may be invited for assessment of your technical/professional knowledge and/or an interview to assess the skills and aptitudes required to successfully perform the functions of the post.

At a certain point and as part of the selection further considered candidates will be requested to provide the following information:

- a. Obtain permission from their employer for leave of absence for the term of the Fellowship, and provide written certification that s/he will return to the Party's governmental institution for at least six months after her/his Fellowship;
- b. Obtain a written letter of intention by their employer that the new knowledge acquired during the fellowship will be integrated in the climate change activities of the government upon their return;
- c. Obtain written certification from their employer that the subject of the applied position is relevant to the needs of the releasing entity/organization.

### **How to apply:**

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

### **Please note:**

1. This Programme is not intended for students, and does not provide financial support for an advanced degree, such as fieldwork for a PhD degree
2. We will confirm receipt of your application. However, only candidates who have been confirmed for an interview will receive notice of the outcome of the selection process.
3. The monthly stipend including allowances is US\$ 4,663
4. The UNFCCC Secretariat will organise the return trip to Bonn and pay a baggage allowance of up to USD 150 (one way)