



**VACANCY ANNOUNCEMENT
ADAPTATION PROGRAMME**

Cross-cutting Support and Outreach Sub-programme

ANNOUNCEMENT NO:	VA 14/016/A
PUBLICATION/TRANSMISSION DATE:	14 February 2014
DEADLINE FOR APPLICATION:	15 March 2014
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FCA-2926-P4-005
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. This process includes activities relating to national adaptation plans, national adaptation programmes of action, the Nairobi work programme (NWP), the work programme on loss and damage, the Adaptation Committee, research and systematic observation under the Subsidiary Body for Scientific and Technological Advice (SBSTA), and supporting the implementation of adaptation action under the Subsidiary Body for Implementation (SBI) and the Ad Hoc Working Group on the Durban Platform (ADP). The Adaptation programme also engages Parties and stakeholders including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders. The programme addresses the process of reviewing the adequacy of the long term global goal and the consideration of various matters related to climate science.

Responsibilities

The Cross-cutting Support and Outreach sub-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 Adaptation Committee's mandate is to promote the coherent implementation of enhanced action on adaptation. It is the overall advisory body to the Conference of the Parties (COP) on adaptation to the adverse effects of climate change.

The Programme Officer leads the team accountable for supporting the Adaptation Committee and relevant intergovernmental processes. The Key Results/Accountabilities are:

- Team leader
- Technical leadership and advice in supporting the Adaptation Committee
- Representation and knowledge management
- Resource mobilization

1. Leads a team of professional staff with and through whom full support is provided to ensure the smooth and efficient deliberations of the Adaptation Committee. Activities include but are not limited to:
 - a. Providing technical leadership to the unit with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives;
 - b. Managing the unit's human resource component, drafting job descriptions, drafting recruitment requests including interview questions and participation on panels, conducting performance appraisals of unit staff as first line supervisor, identifying training needs and counselling staff on performance issues as well as providing career development guidance;
 - c. Fostering teamwork among staff in the unit and other units in the Programme and wider secretariat.

2. Manages the Adaptation Committee secretariat activities, ensuring all technical documentation and reports, meeting and workshop organization, logistics and travel support required to support effective and efficient deliberations and decision-making. Activities include but are not limited to:
 - a. Serving as secretary to the Adaptation Committee, and lead officer for supporting its meetings and workshops as well as the implementation of its work programme, ensuring close working and advisory contacts with the Adaptation Committee Co-Chairs and members;
 - b. Addressing a variety of adaptation-related issues, from planning, to implementation, to support and monitoring and review, including the annual Committee report;
 - c. Managing communications with the Adaptation Committee and with related constituted bodies under the Convention as well as associated national, regional and international organizations, centres and networks and other stakeholders, maintaining a wide network of adaptation stakeholders;
 - d. Preparing agendas, annotations and briefings for the Co-Chairs of the Committee as well as technical support in formulating proposals and conclusions, decisions and recommendations;
 - e. Overseeing the organization, and logistics including travel, of all Committee meetings and workshops;
 - f. Providing substantive technical and procedural support to Chairs of negotiating bodies, contact groups and meetings in relation to the work of the Adaptation Committee.

3. Represents and supports the Programme's knowledge management function. Activities include but are not limited to:
 - a. Enhancing synergy and coordination of the work of the unit among the other Adaptation subprogrammes as well as with other Programmes within the secretariat and contributes to achieving the overall mandates and goals of the Adaptation Committee as well as the secretariat;
 - b. Providing input to cooperative activities with regional and international organizations, institutions and networks to enhance their contribution to the work of the Adaptation Committee;
 - c. Promoting outreach by participating in adaptation relevant meetings and workshops, both internal and external to the secretariat, to strengthen cooperation with other regional and international organizations, institutions and networks, as well as Parties;
 - d. Participating in environmental scanning for current knowledge and science, best practices and lessons learned pertaining to adaptation issues, and internal dissemination of same;
 - e. In partnership with the Adaptation Programme's Stakeholder Engagement and Knowledge Management Unit and the secretariat's Knowledge Management and Information Services, contributing to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, global best practices and lessons learned.

4. Mobilizes resources. Activities include but are not limited to:
 - a. 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;
 - b. Providing substantive input to the secretariat's central resource mobilization unit in Administrative Services (AS).

5. 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 is essential.
- 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 communication, including advocacy skills are required in order to effectively interact with a wide range of partners, including stakeholders, other partners, SBs/COP Parties' representatives, etc. on technical issues. Experience with development issues in developing and least developed countries.

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 52% of net salary), plus other UN benefits as indicated in the link below:**

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>