



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT

Re-advertisement

Candidates who applied to VA 08/E028 advertised in April 2008 do not need to re-apply.

FINANCIAL AND TECHNICAL SUPPORT (FTS) PROGRAMME

Financial Cooperation and Capacity Building (FCCB)

-Capacity Building and Outreach (CBO) Unit -

VACANCY ANNOUNCEMENT NO:	VA 08/090/FTS
PUBLICATION/TRANSMISSION DATE:	29 October 2008
DEADLINE FOR APPLICATION	10 December 2008
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FCA-2923-P4-004
INDICATIVE NET ANNUAL SALARY:	US\$ 63,052 to 69,744 (without dependents) US\$ 67,709 to 75,047(with dependents) (plus variable post adjustment, currently 65.84% of net salary) plus other UN benefits and pension fund
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 is supporting the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

Fostering the integration of sustainable development and climate change priorities, the Financial and Technical Support programme focuses on supporting the efforts undertaken by non-Annex I Parties. The Capacity Building and Outreach (CBO) unit in the programme engages other organizations and institutions in activities relating to climate change, in particular activities that aim at building capacity in non-Annex I Parties, and implementing the New Delhi work programme on Article 6 of the Convention.

Responsibilities

Under the general guidance of the Coordinator of the Financial and Technical Support Programme and the direct supervision of the Manager of the Financial Cooperation and Capacity Building sub-programme, the Programme Officer is responsible for leading and monitoring the development and implementation of a secretariat-wide strategy for capacity-building and outreach activities in support of the Convention and Kyoto Protocol processes. Within delegated authority, the Programme Officer will be responsible for the following duties:

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1. Manages and develops the Capacity-building and Outreach sub-programme team by:
 - Providing expert guidance and leadership to staff under her/his responsibility;
 - Planning and overseeing the management of activities undertaken by the sub-programme team and ensuring that the outputs produced high-quality standards;
 - Identifying and allocating tasks to staff under his/her responsibility;
 - Formulating and monitoring the implementation of their work programme, evaluating their performance and initiating proposals for promoting their career development;
 - Developing project proposals, conducting interviews for job openings and evaluating candidates.
2. Monitors, analyses and provides recommendations to the Manager on the adequacy and content of technical reports; the implementation of decisions relating to capacity-building and education and outreach. In this connection, analyses the relevant information, identifies the technical and political implications of the different options, liaises with relevant Parties, IGOs, United Nations agencies, other conventions and other programmes in the secretariat; and ensures follow-up actions.
3. Provides substantive backstopping to consultative and other meetings and conferences relating to work on the capacity-building, education and outreach issues, to include proposing agenda topics, preparing briefing notes, conducting comprehensive reviews and evaluation of implementation of capacity-building and outreach, drafting documents, in particular of a complex technical nature, background papers, sections of reports, etc; making presentations; and assisting the chairs of contact groups during negotiations.
4. Provides substantive and organizational support to the Manager to achieve internal consistency in approaches to capacity-building and outreach in the secretariat by promoting coordinated approaches to capacity-building and outreach within the secretariat, and by facilitating internal information flow. Seeks external consistency in the way partner organizations implement capacity-building activities by engaging colleagues and teams working on capacity-building and outreach activities in partner organizations, in incorporating UNFCCC objectives into their own, to the extent possible.
5. Coordinates the development of networking and information system activities relevant to the work of the programme; generates survey initiatives; reviews; analyzes and interprets responses; identifies problems/issues to be addressed and initiates corrective actions.
6. Participates in the planning and preparation of the unit's core and supplementary budget funding (sub-programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents; facilitates the development of, and fund-raising for, projects on relevant issues, as necessary.
7. Performs other duties as required

Requirements

- Advanced university degree in technical, natural or environmental sciences or a related discipline. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- At least seven (7) years relevant experience, of which two to three years should have been in an international environment, including experience in the specific programme areas associated with this post, as such as social development, programme evaluation, or coordination, policy analysis, political affairs, or environment.

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- Fluency in oral and written English is essential; knowledge of a second official UN language an advantage.

Evaluation criteria

Professionalism:

Familiarity with and experience in the use of various research methodologies and sources.
 Ability to plan, develop, implement, monitor and evaluate major projects.
 The capacity to demonstrate success in analysing complex professional issues and developing well-reasoned, innovative solutions to associated challenges.
 Ability to provide sound technical advice to managers.

Commitment to Continuous Learning:

Willingness to keep abreast of and promote new developments in the appropriate professional field.

Communication:

Ability to act as an effective spokesperson internally and externally.
 The capacity to draft clear concise high quality reports or documents relating to area of professional expertise.

Technological Awareness:

Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Teamwork:

Ability to establish good interpersonal skills and ability to maintain effective working relations in a multi-cultural organization.
 Ability to gain the assistance and cooperation of others through the demonstration of leadership.

To apply

In order to apply for this vacancy please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the “apply” link next to the vacancy announcement:

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.**