



VACANCY ANNOUNCEMENT

Communications Officer, P-3 (English Editor)
Communications and Engagement Division
Communication and Knowledge Subdivision

| Deadline for application | Announcement number | Expected date for entry on duty | Duration of appointment | Duty Station |
|---------------------------------|---------------------|---------------------------------|-----------------------------------------|---------------|
| 19 August 2022 23:59 hrs CET | VA 22/052/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 UN Climate Change in Bonn, Germany, in the Content unit of the Communication & Knowledge subdivision of the Communications and Engagement division, which is accountable for serving multiple cross-cutting objectives, including communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders so as to facilitate climate action and increase ambition.

The Content unit prepares all internal and external communication products, drafting messages, articles, news stories, releases, op-eds, statements and any other information for the intranet, website, newsroom, etc. The unit consults and guides client programmes on communications strategy, planning and execution.

Reporting to the Team Lead (P-4) of the Content unit, you will be responsible for English content production and activities for all communication channels.

Your responsibilities

More specifically, the Communications Officer's responsibilities include:

1. Providing input and editorial quality assurance for English Content:

- Contributes to the development and dissemination of English content for all communication channels such as website/s, social media, podcasts, publications in reflecting the narrative and strategic messaging of UN Climate Change;
- Monitors and evaluates human and technological capability of junior colleagues in order to ensure effectiveness, as a focal point, for online and offline English language publishing;
- Supports the development of strategic partnerships within the UN system and with key constituencies, and maintains professional contacts with editors, designers, publishers and other communications experts and professionals; stays abreast of current trends and developments in the field of climate change;
- Provides guidance to assigned editors and translators with a view to refining their English skills



and performance and assisting them in solving problems which require specialized knowledge, linguistic insight and political judgement.

2. Supporting editorial planning and organization of communications operations:

- Liaises with internal and external stakeholders, in-house programmes, UN System agencies, IGOs, NGOs, COP presidencies and other key partners as regards scheduling and planning communication operations around conferences, meetings, announcements, publications and other relevant events;
- Ensures maintenance and enhancement of the unit's English editorial calendar and other collaborative platforms such as SharePoint, Trello, Slack, Dropbox, or Teams; encourages and coordinates contributions from team members;
- Edits English texts of a specialized or technical nature for accuracy, clarity, cohesion and conformity, where UNFCCC standards, policy and practice are concerned;
- Consults with author divisions and carries out research to clarify ambiguities and to rectify errors;
- Provides authors or others submitting documentation with information on specific aspects of editorial policy and practice, assisting them in the preparation of articles and other products.

3. Planning, development and dissemination of communication materials and activities:

- Contributes to UN Climate Change cross-secretariat strategic communications, ensuring key audiences are identified, targeted and expanded;
- Disseminates multimedia editorial content in support of the UN Climate Change communication strategy;
- Provides guidance and support for the maintenance and development of existing and new UN Climate Change communication channels, as required;
- Liaises with digital editors and consultants, and supports the planning, development and dissemination of multimedia content for UN Climate Change websites and social media channels.

4. Performs any other job-related activity: including those required to achieve the goals and objectives of the team, the Communication & Knowledge subdivision and/or the overall Communication and Engagement division and secretariat, including participation in meetings, workshops and/or seminars, and making presentations where appropriate.

Competencies

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.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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 journalism, communications and/or public information and/or related fields is required. A first-level University degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: A minimum of five (5) years of progressively responsible management experience in international communications and/or public relations and/or related fields is required; in-depth knowledge of digital communications (web, app, social media, publishing) is required.

Broad knowledge of the UN system in general (highly desirable).

Language skills

Required: Excellent writing skills in English are required. Working knowledge French, Spanish and Russian is an asset.

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>

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\$ 62,692 to US\$ 70,303
(plus variable post adjustment, currently 20.3% 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.