



VACANCY ANNOUNCEMENT

Programme Officer (Speechwriter), P-3
Communications and Engagement Division,
Communications Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
17 September 2023 23:59 hrs CEST	VA 23/082/C&E	As soon as possible	2 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.

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Communications and Engagement division, which serves multiple cross-cutting objectives, including communicating authoritative, relevant and timely information to Parties to the Convention, 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 Communications subdivision focuses on external and internal communications to ensure that all stakeholders are well informed and can access the information they need to support or engage with the secretariat's process. It produces and manages news and information to publicize, catalyse and showcase the implementation of climate action and it manages the information and knowledge of the intergovernmental climate change process.

Where you will be working

Reporting to the Content Team Lead (P-4) in the Communications subdivision, and under direct guidance of the Executive Office, the incumbent ensures implementation of the UNFCCC's speechwriting services and writing of video/social media scripts, opinion editorials and other related communications products. In collaboration with colleagues across the secretariat, s/he researches and analyses, gathers information, consults, drafts and edits to ensure products and services are accurate and compelling.

Your responsibilities

1. Contributing to the Executive Secretary's and UNFCCC's communications and outreach activities:

- Researches and gathers information and writes complete speeches, statements, video scripts and other speaking notes for the Executive Secretary, the COP President, UNFCCC officials and senior secretariat staff, as well as the UN Secretary-General;
- Monitors and analyzes current events, public opinion and press, identifying issues and trends to advise on appropriate actions and responses;
- Produces and oversees production of other communications products (e.g. press kits, press releases, feature articles, speeches booklets, brochures, backgrounders, audio-visual



materials, etc).

- d. Drafts talking points, messages and statements in preparation for media interviews and in response to media queries to the Executive Secretary;

2. Maintaining databases and a knowledge bank to facilitate rapid retrieval of UNFCCC policy and knowledge:

- a. Works with the programmatic divisions to maintain and manage a knowledge bank of information on climate change and other key political, economic or social-related information;
- b. Maintains a supporting network of substantive contacts internally as well as in external organizations such as the OECD, UN, World Bank and Non-Party Stakeholders upon which s/he can draw upon for inputs into speeches and related products;
- c. Monitors actions taken by the Secretary-General and other heads of intergovernmental bodies and UN organizations and agencies to assess positions and bring issues of importance to the attention of the Director/Executive Secretary.

3. Performs any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.

Competencies:

Applying Professional Expertise: Demonstrates an excellent knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Communicating with impact: Extraordinary rhetorical and written communication skills. Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external



collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent degree) in mass communication, communications, journalism, international relations, social or political sciences 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 experience in public information, journalism, international relations, in a corporate, public sector or relevant NGO setting. The experience should include extensive writing responsibilities and other communications work, or work related to policy development, strategy development or management of an executive office.

Desirable: Experience in a high-level political decision-making environment (parliament, minister's office, international organization's executive office, etc.). Demonstrable speechwriting experience is an advantage. Experience in working on climate change and/or environmental issues. Working experience as part of the UN system.

Language skills:

Required: Fluency in English (both oral and written) is required. Knowledge of another UN official language is an asset.

Specific professional knowledge and skills:

- Knowledge and experience in promoting and coordinating messaging and presentations at events is an asset.
- Sound knowledge of, and constructive ideas about the political, economic and social impacts and the connected consequences of climate change and global government, business and civil society action to meet the global climate change is required.

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.



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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 monthly salary and allowances:
US\$ 64,121 to US\$ 71,906
(plus variable post adjustment, currently 42% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.