



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2
Executive Division,
Executive Engagement and Support Unit

(This is a re-advertisement of VA 23/090/E published in September 2023; candidates who continue to be interested in the position need to apply again)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 September 2024 23:59 hrs CET	VA 24/062/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.

Where you will be working

The Associate Programme Officer's post is located in the Executive division and more specifically in the Executive Engagement and Support unit, which provides support to both the Executive Secretary (ES) and the Deputy Executive Secretary (DES). The unit develops, coordinates and delivers substantive and operational support for internal and external engagements, including all outreach activities and the interactions with and support to the UN Secretary-General. It is responsible for cooperation with the Executive Office of the Secretary-General and its Climate Change Team; for support to the participation of the ES and DES in senior UN management decision-making bodies; and coordinates the high-level interactions of the ES and DES with UN entities and other intergovernmental organizations to increase coherence and exploit synergies. The unit drafts and processes executive correspondence; provides secretariat-wide advice related to correspondence and development of Standard Operating Procedures (SOPs); and tracks and processes missions of the secretariat and related documentation, including responses to organizers.

Your responsibilities

Reporting to the Chief of Staff, the incumbent supports outreach activities, acts as Focal Point for reporting, and coordinates the support for strategy development.

- 1. Supports the preparation the Executive Secretary's outreach missions, meetings and media activities.**
 - a. Provides substantive support to the Chief of Staff and the Programme Officer Executive Engagement and Support on the preparation of meetings of the Executive Secretary and visits to international organisations, Ministries, conferences etc., by proposing activities, identifying participants, topics for discussions, and reporting among others;
 - b. Contributes to the drafting of documents for the development of the Executive Secretary's strategy, activities and visits; e.g. background papers, briefing notes, presentations and/or speaking notes;



- c. Responds to a variety of inquiries and information requests internally and externally;
 - d. Contributes to the compilation and analysis of inputs provided by relevant divisions in the secretariat for the Executive Secretary;
 - e. Researches and analyses information on selected issues/aspects to support decision making on direction setting for the Executive Secretary;
 - f. Participates and reports on the outcomes of meetings, activities and visits of the Executive Secretary & Chief of Staff, in particular highlighting necessary follow-up actions;
 - g. Maintains an up-to-date tracking and overview of all engagements and outreach activities and provides suggestions on key activities / events related to the strategic areas of work and objectives of the Office of the Executive Secretary.
- 2. Acts as Focal Point for the circulation of relevant information from the divisions to the executive and the executive back to divisions.**
- a. Maintains and updates the relevant reporting content;
 - b. Contributes to the development of relevant information for exchange with Directors.
- 3. Performs other duties as required for the functioning of the office, particularly providing support to senior members of the Executive Office team.**

Competencies:

Applying Professional Expertise: Demonstrates a working 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: 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.

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.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and



processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in business administration, social sciences, international relations, or related field. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of two (2) years of relevant work experience in intergovernmental administration, including working with, coordinating and liaising with various senior level stakeholders.
Expertise in substantive analysis and drafting.

Language skills:

Required: Fluency in English (both oral and written) is required.

Desirable: Knowledge of other UN official languages is desirable.

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\$ 50,377

(plus variable post adjustment, currently 43.8% 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.