



## ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

### Associate Programme Officer (Gender Team), P-2 Executive Direction and Management (EDM) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 February 2019 23:59 CET	19/TA01/EDM	As soon as possible	364 days	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 historic 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.

The Gender Team within the **Executive Direction and Management (EDM)** programme supports the intergovernmental negotiations on gender and climate change with the aim of increasing awareness on gender-responsive climate policies and their implementation; improving the representation of women in the UNFCCC process and in bodies established under the Convention, the Kyoto Protocol and the Paris Agreement; strengthening the capacity of secretariat staff to integrate gender considerations in their work; and supporting the secretariat in meeting its obligations as a UN entity with regard to gender equality and the empowerment of women.

The Lima work programme on gender and its action plan are expected to be completed by December 2019, with a possible extension following a review of the work programme and action plan at COP 25.

#### **What will you be doing**

You will be working under the general supervision of the Deputy Executive Secretary, and under the direct supervision of the Team Lead, Gender Team.

#### **Expected key results:**

- Support to the intergovernmental process relating to the gender and climate change agenda item under the Convention at SBI 50, SBI 51 and COP 25, and support to the activities assigned to the secretariat under the Lima work programme on gender and its gender action plan. (80 per cent).
- Preparation of a strategy and action plan for a diverse and inclusive secretariat. (20 per cent).

#### **You will have the following responsibilities:**

1. In the area of intergovernmental process and gender and climate activities under the Lima work programme and its gender action plan, you will:
  - a. Support the organisation of gender-related mandated and other events at SBI 50, SBI 51 and COP 25, including analysing background documents, preparing draft programmes, and identifying and liaising with speakers.



- b. Draft process documents, including inputs to briefing and speaking notes for presiding officers and senior secretariat management.
  - c. Prepare first drafts of agendas and coordinate experts for capacity-building activities with constituted bodies and secretariat technical teams.
  - d. Research and draft official reports.
  - e. Support the organisation of a dialogue with the Standing Committee on Finance on the integration of gender considerations in its work.
  - f. Assist the Team Lead in coordinating with the UNFCCC communications and outreach programme to develop communications materials and promote UNFCCC gender-related activities and priorities.
2. With regard to the preparation of a strategy and action plan for a diverse and inclusive secretariat, you will:
- a. Research good practice for the development of organisational gender, diversity and inclusion strategies and action plans.
  - b. Assist with the organisation of staff and management participation and input in the development of the secretariat's gender, diversity and inclusion strategy and action plan.
  - c. Prepare a first draft of the gender, diversity and inclusion strategy and action plan, taking into account good practice and staff and management inputs.
  - d. Prepare news and information articles on gender equality, diversity and inclusion in the context of organizational culture.
3. You will perform any other related duties as required, including a variety of administrative tasks necessary for the delivery of the Gender Team's work.

### **What are we looking for**

#### **Educational background**

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Required: First level university degree in international relations, women's studies, development studies, social sciences, economics or related discipline.

#### **Experience**

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Required: A minimum of 3 (three) years of professional work experience in the area of integrating gender equality and women's empowerment in a development or organisational context. At least 1 year should have been in an international environment. Experience in writing technical and official reports.

Asset: Experience in writing technical and official reports in a UN context.

Highly Desirable: Experience supporting the organization of intergovernmental meetings.

#### **Language skills**

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Required: Fluency in oral and written English.

### **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. 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. Indicative net monthly salary and allowances:  
US\$ 3,872 to US\$ 4,408  
(plus variable post adjustment, currently 27.2 of net salary),  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>
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