



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2 (Sectoral Partnership Project Officer)

Communications and Engagement Division
Engagement Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
1 October 2023 23:59 hrs CET	VA 23/086/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.

Where you will be working

The Associate Program Officer post is in the Communications and Engagement division, which is responsible for UNFCCC public communications, and for catalyzing climate action among climate actors in governments, civil society and subnational organizations, through outreach, engagement and tracking of climate action. The Associate Program Officer will function as the Sectoral Partnership project officer, primarily for the UNFCCC Fashion Industry for Climate Action, which facilitates collaboration within the global fashion sector to take action to address climate change and to bring the fashion sector in alignment with the objectives of the Paris Agreement's 1.5 degree target. The incumbent reports to the team lead of Climate Action Engagement unit in the Engagement Subdivision.

Your responsibilities

The Program Officer/ Sectoral Partnership project officer will be responsible for the following tasks:

- 1. Supports the daily operations of the Fashion Charter and other sectoral initiatives**
 - Organizes calls, meetings, informal consultations, round tables, and other activities as required;
 - Provides inputs to agendas, speaking notes, and presentations, in support of the Steering Committee and working group co-chairs;
 - Prepares reports and maintains records and documents required for the operation and planning of relevant activities.
 - Supports the due diligence process of new signatories and supporting organization, according to established procedures in the Climate Change Secretariat.
- 2. Supports the operation of the signatory registration process**
 - Responds to questions and prepares information packages about how to become a signatory to the Fashion Charter and other sectoral initiatives;
 - Handles the membership process by processing membership applications and records, tracking membership data, and following up with outstanding applications;
 - Regularly reviews reporting by signatories as to their activities and business practices of relevance to the Charter principles.



3. Develops and implements strategies to involve new members.

- Identifies influential/key companies and organizations that are in a position to strengthen the impact of the Fashion Charter and other sectoral initiatives.
- Proposes and develops tactics and materials required to engage the targeted organizations as new signatories.
- Follows up initial communications to ensure a proper closure and establishment of a positive relation with these organizations, whether they agree to become a signatory or not.

4. Undertakes research in support of developing the strategic direction of the Fashion Charter

- Undertakes research and data collection in support of specific products or activities delivered under the sectoral initiatives.
- Maintains a database of activities, meetings and reports by other relevant organizations.
- Based on regular analyses of the above, advice the Fashion Charter Facilitator on strategic challenges and opportunities for the Charter.

5. Provide other support as needed

- Assist with other relevant activities of the division as needed.

Competencies:

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) degree in business administration, environmental management, natural or social sciences, engineering, international relations and/or related fields is required. A first-level university degree in



combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least two (2) years of relevant professional working experience in the area of project support or management and coordination, strategic planning and management, dealing with the private sector and/or international organizations.

Language skills:

Required: Fluency in English is required.

Desirable: Knowledge of another UN official language is an advantage.

Specific professional knowledge and skills:

- Experience from outreach and cooperation with external stakeholders is an advantage.

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 monthly salary and allowances:

US\$ 50,377 to US\$ 57,342

(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.