



VACANCY ANNOUNCEMENT

FINANCE, TECHNOLOGY AND CAPACITY BUILDING (FTC) PROGRAMME

ANNOUNCEMENT NO:	VA 12/089/FTC
PUBLICATION/TRANSMISSION DATE:	30 November 2012
DEADLINE FOR APPLICATION:	29 December 2012
TITLE AND GRADE:	Associate Programme Officer, P-2
POST NUMBER:	FRA-2925-V228-P2-001
INDICATIVE NET ANNUAL SALARY:	US\$ 46,730 to 52,645 (without dependents) US\$ 49,821 to 56,347 (with dependents) (plus variable post adjustment, currently 41.6% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

Responsibilities

The overall objective of the Finance and Capacity Building sub-programme is to support the intergovernmental process with regard to a) the provision of financial resources to developing country Parties for adaptation and mitigation, b) the issue relating to capacity building and education, training and public awareness activities under the Convention and its Kyoto Protocol and c) knowledge management, including the management of the Programme's database. The Associate Programme Officer reports directly to the Team Leader of the Finance sub-programme and is accountable for the provision of technical and substantive support relating to the effective operations of the financial mechanism of the Convention and the Kyoto Protocol, and to the work of the Standing Committee on Finance, and assists in outreach by liaising with the Global Environment Facility, the Green Climate Fund, UN agencies, IGOs, NGOs, research institutions and private sector entities. Specific responsibilities include the following:

1. Support the provision of tailored information on financial flows and financial needs assessment:

- a) Collects, evaluates, interprets, analyses and presents data from a variety of sources and pertaining to bilateral, multilateral and private sector funding sources (and channels) for addressing climate change mitigation and adaptation in developing countries;
- b) Collects, evaluates, interprets, analyses and presents data from a variety of sources and pertaining to methodologies and experiences in assessing the financial needs of developing countries;
- c) Prepares first drafts of various documents to support the work of the Standing Committee as it relates to the biannual assessment of investment flows;

- d) Develops and maintains resource information in electronic form and web interface on various initiatives and experiences from international financial institutions, private sector entities, and UN organizations related to delivery of climate change financing.

2. Supports the work of the Standing Committee and the intergovernmental process on climate finance:

- a) Prepares background documents and speaking notes for use and consideration by Parties in their deliberations on climate finance under the subsidiary bodies of the Convention and the Conference of the Parties particularly on issues relevant to the work of the Standing Committee;
- b) Assists in the organization and servicing of the regular meetings of the Standing Committee and provides substantive inputs particularly on issues pertaining to assessment of financial flows and the information exchange forum;
- c) Identifies and documents linkages and complementarities between the work of the Standing Committee and the activities of other bodies under the convention such as the Adaptation Committee, the Technology Executive Committee, SBSTA, SBI, and ADP as well as with the Green Climate Fund, Global Environment Facility, and Adaptation Fund.

3. Supports the design and operationalization of the communication and exchange forum of the Standing Committee:

- a) Prepares written outputs to support the design of the communication platform, the structure of the forum and its related web based tools;
- b) Assists in the organization of in-person meetings of the Forum, including preparation of agendas, technical papers on the various themes to be addressed by the forum, speaking notes, and presentations;
- c) Updates the contents of the SC/Forum webpage, managing web based interaction through webinars, e-fora, etc. and managing the inputs/queries received through web based tools;
- e) Analyses relevant climate finance initiatives and experiences from bilateral and multilateral institutions, CBOs, research institutions and private sector entities and recommends actions to actively engage them in the work of the Standing Committee's Forum.

Essential Requirements

(Only candidates who meet the requirements stated below will be considered.)

Education: First level university degree in economics, social sciences, environmental studies, natural sciences, engineering, development studies, or a related discipline.

Experience: At least three (3) years relevant professional working experience on climate change, sustainable development, economics, or social issues, with strong drafting skills on policy and technical papers. Experience in compiling, analysing and updating information and/or content of information systems, databases or webpages is also desirable.

Specific professional knowledge and job related skills: Knowledge and experience on climate finance issue is desirable as well as familiarity with the UNFCCC process as it relates to finance. Knowledge of information exchange and interaction with various stakeholders including governments, international organizations, research institutions, private sector and NGOs is also an important asset. Sound analytical and strong drafting skills; good planning and organizational skills.

Language requirements: Fluency in English (both oral and written) is essential. Working knowledge of another UN official language is desirable.

Expected competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgement in the work environment; the capacity to plan own work and manage conflicting priorities.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

Technological Awareness: Ability to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

To apply

Candidates whose qualifications and experience match the requirements for this position should use the on-line 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. **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.**