



TEMPORARY APPOINTMENT

ADAPTATION PROGRAMME

Crosscutting Support and Outreach subprogramme

ANNOUNCEMENT NO:	14/TA15/A
PUBLICATION/TRANSMISSION DATE:	22 April 2014
DEADLINE FOR APPLICATION:	06 May 2014
TITLE AND GRADE:	Programme Officer, P-3
INDICATIVE MONTHLY NET SALARY:	USD 4,684 to USD 5,244 net (without dependents) USD 5,018 to USD 5,627 net (with dependents) plus variable post adjustment, currently 53.9 of net salary), plus other UN benefits
DURATION OF APPOINTMENT:	Eleven months with starting date as soon as possible
DUTY STATION:	Bonn, Germany

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 by a range of activities, including substantive and organizational support to meetings of the Parties.

The Adaptation programme of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation. This process includes activities relating to national adaptation plans (NAPs), national adaptation programmes of action (NAPAs), the Nairobi work programme, the Warsaw international mechanism for loss and damage, the Adaptation Committee and research and systematic observation. The Adaptation Programme engages Parties and stakeholders including national, regional, multilateral and international organizations, the public and private sectors, civil society and other relevant stakeholders. The programme also addresses the process of reviewing the adequacy of the long-term global goal and the consideration of various matters related to science.

The Programme officer post is located in the Crosscutting Support and Outreach sub-programme of the Adaptation programme. The sub-programme includes two units: (1) the Stakeholder Engagement and Knowledge Management (SEKM) unit, which is accountable for (a) engaging stakeholders and experts, and sharing and managing knowledge across all areas of adaptation; (b) cooperating with other relevant organizations (UN agencies, IGOs, NGOs, regional centres and networks, private sector); and (c) communications and outreach to Nairobi work programme partners, including partners of the Private Sector Initiative, and database administration; and (2) the Adaptation Committee Unit (ACU), which is accountable for supporting the Adaptation Committee.

The Adaptation Committee, established in 2010, serves as the overall advisory body for all Parties on adaptation under the Convention. It seeks to provide technical support and guidance on adaptation action and means of implementation as well as to raise awareness of and ambition for adaptation with the ultimate objective of enhancing action on adaptation worldwide. In order to implement its functions, the Adaptation Committee elaborated a three-year work plan in 2012 and further elaborated the activities on its work plan in 2013 (see unfccc.int/7517 for more details on the work plan). In the course of the implementation of its work plan, the Adaptation Committee has requested the secretariat to support the preparation of a number of technical outputs and documents, undertake research and synthesise information and data.

The Programme officer is accountable for support to the Adaptation Committee, National Adaptation Plans and support to the intergovernmental processes.

Responsibilities

1. Activities of the Adaptation Committee relating to the workstream on technical support and guidance to the Parties on means of implementation.
 - a. Drafting scoping and synthesis papers identified in the work plan, including the synthesis of existing and forthcoming information on means of implementation, such as information contained in the syntheses of National Communications and biennial reports by Annex I Parties, and in relevant documents and submissions from Parties and organisations;
 - b. Providing technical and substantive input to mandated workshops, meetings and events;
 - c. Developing a draft strategy on how to take forward the work on means of implementation in order to support the Parties;
 - d. Suggesting policy proposals and formulating draft recommendations by the Adaptation Committee for consideration by the Conference of the Parties in this area;
 - e. Monitoring and analysing the Adaptation Committee's proposals and decisions, and their implementation, in the area of means of implementation, identifying problems and issues to be addressed; and proposing necessary actions;
 - f. Preparing draft inputs to relevant documents and strategies of the Board of the Green Climate Fund, the Standing Committee on Finance, and other relevant entities of the financial mechanism of the Convention as well as the Technology Executive Committee and the Clean Technology Centre and Network for consideration by the Adaptation Committee;
 - g. Advising the team lead and CSO manager on, relevant developments in the area of adaptation finance, technology and capacity-building, in particular as related to the NAP process;
 - h. Drafting relevant information products for broad dissemination.
2. The National Adaptation Plans Task Force.
 - a. Implementing priority actions identified by the TF;
 - b. Undertaking activities relating to means of implementation for NAPs, emerging from the work plan;
 - c. Preparing of various technical and synthesis reports and other written documents;
 - d. Organizing, guiding and monitoring the work of external consultants.
3. Strategic partnerships between the Adaptation Committee, operating entities of the financial mechanism of the Convention and other relevant organizations providing means of implementation, with a view to fulfilling the relevant mandates of the Adaptation Committee in this regard.
4. Attends and participates in international, regional and national meetings and workshops; gathering information, networking and holding discussions with colleagues. Performing other job related activities required to achieve the goals and objectives of the sub-programme, the Programme or the secretariat.

Essential Requirements

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

Educational background: First level university degree in social, environmental or natural sciences or a related discipline

Experience: At least five (5) years of progressively responsible professional experience at the international level in environment or development related fields.

Specific knowledge and job related skills:

- Familiarity with the areas of work of the Adaptation Programme, including the Cancun Adaptation Framework, in particular work related to the means of implementation for adaptation in developing countries, as well as the work of the Adaptation Committee in implementing its work plan;
- Technical knowledge relating to adaptation in developing countries;
- Familiarity with UNFCCC negotiations is an asset;
- Very strong analytical and drafting skills, and good planning and organizing skills.

Language Requirements: Fluency in English (both oral and written).

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. **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.**