



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT

ADAPTATION PROGRAMME

Impacts, Vulnerability and Risks subprogramme

VACANCY ANNOUNCEMENT NO:	VA 11/066/A
PUBLICATION/TRANSMISSION DATE:	15 September 2011
DEADLINE FOR APPLICATION	14 October 2011
TITLE AND GRADE:	Programme Officer (P3)
POST NUMBER:	FRA-2932-V206-P3-001
INDICATIVE ANNUAL SALARY:	US\$ 56,018 to 62,721 (without dependents) US\$ 60,013 to 67,300 (with dependents) (plus variable post adjustment, currently 62.2% 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 by a range of activities, including substantive and organizational support to meetings of the Parties.

The Adaptation programme supports Parties, in particular developing country Parties, in assessing, developing and implementing adaptation plans, policies and actions aimed at reducing vulnerability and building resilience and in improving the scientific basis for international climate policy and action, including through the review of the adequacy of the long-term global goal.

Responsibilities

Reporting to the Team Lead, Impacts, Vulnerability and Risks subprogramme, the incumbent interacts directly with external adaptation stakeholders and experts, including representatives from relevant organizations (e.g. UN agencies, IGOs, NGOs, regional centres and networks, private sector), as well as the Chairs and facilitators of subsidiary bodies of the Convention and representatives from Parties, on matters relating to climate-related risks, disaster risk reduction and insurance-related actions, and develops relevant partnerships and cooperation activities. In particular, the incumbent will:

1. Foster strategic partnerships and support in the area of climate-related risks, disaster risk reduction and extreme events, as well as insurance-related action, with a view to maintaining consistency and coherence of related goals and steps taken to attain them, including in the context of the Cancun Adaptation Framework as well as other work programmes under the UNFCCC context such as the Nairobi work programme; develop partnerships with relevant international and regional (intergovernmental and non-governmental) organizations and other UN conventions and bodies, with a view to ensuring synergistic implementation of work under the relevant external contexts; collaborate with the Cross-cutting Support and Outreach Unit, engage regional centres, networks and other stakeholders, insofar as this relates to the above mentioned areas of work, with a view to enhancing cooperative and coordinated implementation of relevant action on adaptation.

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2. Develop a variety of programme activities (workshops, expert meetings and other intersessional events and activities), including in response to the mandates under the Cancun Adaptation Framework aimed at supporting the provision of expert and up-to-date scientific, technical and socio-economic input to activities on impacts, vulnerability and adaptation to climate change, particularly those associated with climate-related risks, disaster risk reduction and insurance-related action, as well as other relevant mandates under the Nairobi work programme; support the implementation of the upcoming mandates arising from the work programme on loss and damage as part of the Cancun Adaptation Framework; participate in efforts to secure necessary supplementary resources for the implementation of activities under the responsibility of the incumbent.
3. Prepare and draft a variety of written outputs, such as background papers, analyses, briefings, policy proposals, regular and ad hoc reports in support to the intergovernmental negotiations on climate change, particularly under those agenda items linked to the area of responsibility; provide technical and substantive support to these agenda items, through formulating proposals, conclusions, decisions and recommendations, identifying problems and proposing corrective action.
4. Monitor and analyse information relevant to climate-related risks, disaster risk reduction and extreme events as well as insurance. Produce publications and other outreach material related to the area of responsibility and solicit reviews and comments on the prepared products, including from relevant external organizations/experts.
5. Represent the subprogramme in meetings and workshops as requested, both internal and external to the secretariat.

Requirements

- First level university degree in social, environmental or natural sciences.
- At least five (5) years of progressively responsible experience in environment or development related activities.
- Knowledge and proven track record relating to policy and awareness raising in the areas of impacts, vulnerability and adaptation to climate change
- Very sound analytical and written skills. Very good planning and organizational skills
- Fluency in English (both oral and written) is essential. Working knowledge of another UN official language is desirable.

Evaluation criteria

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

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

Communication: Ability to provide thorough, well reasoned contributions to documents and papers.

Technological Awareness: The capacity 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.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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.**