United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

FINANCE, TECHNOLOGY AND CAPACITY BUILDING (FTC) PROGRAMME

Finance Unit

VACANCY ANNOUNCEMENT NO:	**VA 13/011/FTC**
PUBLICATION/TRANSMISSION DATE:	**04 February 2013**
DEADLINE FOR APPLICATION	**05 March 2013**
TITLE AND GRADE:	**Associate Programme Officer, P-2**
POST NUMBER:	**FCA-2925-P2-002**
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 49.2% 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 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

Under the direct supervision of the Team Leader (P-4) of the Finance sub-programme and the general guidance of the Manager (P-5) of the Finance sub-programme, the incumbent provides support to the Unit in facilitating technical and substantive support relating to effective operations of the financial mechanism of the Convention and the Kyoto Protocol. The incumbent provides analysis and synthesis of information relating to climate finance, as well as on MRV of support, maintenance of the web-based information and finance portal, and support to the intergovernmental process related to climate finance. The key results expected are:

- Maintenance of the FTC finance website;
- Support towards outreach activities;
- Support to the intergovernmental process.

1. Analyses, synthesizes and compiles inputs to, and maintains the contents of, the FTC finance website, particularly the finance portal modules on fast-start finance, Global Environment Facility (GEF), Adaptation Fund, national communications, and MRV of support by:

a) Identifying sources and compiling existing data and information on climate finance and investment;
b) Assisting in updating and maintaining the modules in the finance portal on fast-start finance, Global Environment Facility, Adaptation Fund, and national communications;

c) Assisting in developing a comprehensive system for MRV of support;
d) Collating and analysing information on MRV related activities.

2. Supports and participates in outreach activities, including substantive inputs to facilitate information sharing using intranet/internet resources by:

a) Preparing replies to substantive queries and correspondence received by the Finance sub-programme;
b) Preparing and implementing visual, tabular and textual materials and making them available on the web site;
c) Preparing presentations, analytical papers, briefing notes, and speaking notes, as required, for workshops and seminars;
d) Making presentations on assigned topics/activities;
e) Assisting in the organization of climate finance events supported by the Finance sub-programme.

3. Supports the intergovernmental process on climate finance by:

a) Carrying out research and analysing information on climate finance from a policy perspective to assist the sub-programme in structuring the support to the intergovernmental process;
b) Assisting other programme officers in drafting background documents and technical papers, as requested, for consideration by Parties in their deliberations on climate finance under the subsidiary bodies of the Convention and the Conference of the Parties;
c) Contributing to the preparation of various written outputs on matters related to the implementation of the work programme on the Standing Committee and on long-term finance;
d) Analysing various initiatives and experiences from international financial institutions and recommending actions to actively engage them in climate change financing;
e) Assisting with the preparations for meetings related to long term finance and the Standing Committee and providing substantive input, as appropriate.

4. Performs any other job-related duties required to achieve the goals and objectives of the sub-programme, the programme, and the secretariat.

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

Educational background: 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 of progressively 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;
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 judgment 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 the 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.

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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.**