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## VACANCY ANNOUNCEMENT

### COMMUNICATIONS AND KNOWLEDGE MANAGEMENT SERVICES (CKMS) PROGRAMME

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 12/020/CKMS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>14 March 2012</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>12 April 2012</b>
<b>TITLE AND GRADE:</b>	<b>Coordinator, D-1</b>
<b>POST NUMBER:</b>	<b>FRA-2933-V999-D1-001</b>
<b>INDICATIVE ANNUAL SALARY:</b>	<b>US\$ 95,270 to 101,915 net (without dependents) US\$ 103,070 to 110,741 net (with dependents) (plus variable post adjustment, currently 50.6% of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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### 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 Communications and Knowledge Management Services manages and facilitates work related to external communications, on-line public information, media relations and services, and internal knowledge management services to support the UNFCCC and the Kyoto Protocol processes.

### Responsibilities

The Coordinator of the Communications and Knowledge Management Services programme in the UNFCCC secretariat is responsible for leading and guiding the programme, directing and delivering secretariat-wide external communications to enhance public and stakeholder support, overseeing the formulation and implementation of a secretariat-wide knowledge management strategy, acting as media coordinator for climate change conferences and meetings.

- A. Leads the Communications and Knowledge Management Services programme and its staff in implementing its programme of work, including the establishment of priorities and goals, fostering of creativity and innovative thinking, and ensuring timely implementation.
1. Coordinates and manages the human and financial resources of the Communication and Knowledge Management Services (CKMS) programme. Directs staff by developing goals and work plans, guiding performance and monitoring activities; oversees the development, implementation and day-to-day execution of operating policies in the areas of external communications, public information and media relations, and internally through knowledge management, internal communications and records management. Coordinates the CKM budget and optimal utilization of resources. Contributes to secretariat's medium and long term fund raising strategies.
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- B. Directs and delivers secretariat-wide external communications to enhance public and stakeholder support for the UNFCCC and the Kyoto Protocol, its institutions and market-based mechanisms, and,

the Climate change secretariat; positioning the UNFCCC as the global forum to set international climate change policies and agree action.

1. Coordinates substantive inputs and organizational arrangements for a comprehensive secretariat communications strategy focused on the intergovernmental climate change process and implementation under the Convention and Kyoto Protocol. Ensures policy, substantive advice, speechwriting and media support to the outreach of the Executive Secretary and senior staff. Ensures the capacity of the secretariat to deliver against the strategy high quality, high-impact products and services, including through the private sector and civil society engagement for market-based mechanisms.
  2. Oversees and contributes to the development of the core substantive messages and how these are best deployed alongside the messages and communications strategies of the main UN partner organizations, including common UN messages on climate change within the overall UN system sustainability agenda.
  3. Develops and implements strategies that promote existing and future market-based mechanisms under the UNFCCC.
  4. Oversees the implementation of targeted media campaigns on agreed themes, including on market-based mechanisms.
  5. Provides strategic advice and inputs to the management of the secretariat's online presence on the Internet, including its website, webcast productions, and social media engagement and supporting branding as well as complementary outreach activities such as publications, exhibits and events.
  6. Represents the Executive Secretary and the secretariat in negotiations and consultation on information services matters such as the UN Communications Group climate change task force, the UN Knowledge Systems and Information Management Group, the "Rio Conventions" with UNCCD and CBD; and public/private partnerships and sponsorship-type arrangements.
- C. Oversees the formulation and implementation of a secretariat-wide knowledge management strategy, including policies and tools that seek to increase the efficiency and effectiveness of the secretariat:
1. Identifies areas for development and enhancement of an internal knowledge and information sharing culture within the secretariat that is in line with secretariat objectives for human resources development and information technology. Directs internal communications plans and initiatives in support of management objectives and oversees implementation and management of supporting information services: the internal "Inside" newsletter, the Intranet, and Library. Oversees implementation of records management policies and procedures, including those related to organization-wide taxonomy, metadata standards, etc. and ensuring security and confidentiality.
  2. Ensures delivery of information architecture and business analysis requirements for internet, intranet and knowledge management and alignment with the secretariat Enterprise Information Architecture. Ensures high level coordination on policy and budget as part of the CKM engagement with the Information Technology Services (ITS) programme and the Information Technology Management Committee.
  3. Participates in and advises on communications policy in internal and external advisory bodies such as the Management Team, Intergovernmental Planning Committee and external bodies, such as the CDM Executive Board.
  4. In collaboration with the ITS, increases use of virtual communications means such as video conferencing, team rooms, and Webex webinar technologies.
  5. Promotes and organizes internal exchange throughout the secretariat through seminars and brown bag lunches on topics of interest.
- D. Acting as media coordinator for climate change conferences and meetings, the incumbent:
1. Promotes media inter-action in view of supporting the ultimate objective of the Convention. Oversees the coordination of media and broadcasting facilities and services at sessions of UNFCCC bodies, in particular the Conference of the Parties, with designated service providers, host country officials and seconded United Nations staff. Represents the Executive Secretary and the secretariat in negotiations and promoting action in support consultation with host government officials on media relations, media services, TV and radio broadcasting facilities

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as well as online webcasting for sessions. Guides the media operations at conferences with oversight of media accreditation, media center services, information dissemination, press conference scheduling and management and the design and operation of the International Broadcast Centre for TV and radio.

2. Works with host countries to communicate the climate impacts of COPs and the actions taken to reduce them. Promotes outcomes through public outreach and exhibits to show what is and can be done to green climate change conferences.

### Requirements

- Advanced university degree in strategic communications, public relations, journalism, information management or related field. A relevant combination of academic and professional experience in a relevant discipline may be accepted in lieu of an advanced degree.
- At least 12 years of progressively responsible experience in strategic communications, public information, or media, including management, in large multicultural institutions. Familiarity with UN administrative procedures, rules and regulations an asset. Familiarity with climate change, environment, sustainable development, and carbon market an asset.
- Must demonstrate broad professional experience and skills in communication, knowledge management and organizational development.
  - Strategic and management-level writing skills; ability to draft compelling content for external or internal dissemination.
  - Knowledge of or participation in the functional design and development of IT systems related to content management, collaboration, documents management and records management.
  - Project management or similar skills in other management/scheduling tools.
  - Ability to work effectively in a variety of settings and locations around the world, and with a wide diversity of counterparts
- Fluency in English (both written and oral) is essential. Working knowledge of another UN official language desirable

### Evaluation criteria

**Professionalism:** Demonstrated ability to manage a diverse spectrum of highly complex and novel legal issues, negotiation skills, demonstrated planning, management and leadership skills. Ability to translate strategic directions into effective operational activities.

**Client orientation:** Ability to identify client needs and appropriate solutions. Ability to maintain productive partnerships with colleagues and third Parties.

**Communication:** Excellent communication skills, both oral and written.

**Judgment/Decision Making:** Mature judgment and initiative, imagination and resourcefulness, energy and tact. Proven ability to provide strategic direction.

**Vision:** Ability to identify key strategic issues, opportunities and risks. Clearly communicate links between the secretariat's strategy and the programme's goal.

**Management/Leadership:** Proven track record of excellent management and leadership skills. Ability to delegate appropriate responsibility, accountability and decision-making authority. Demonstrated flexibility in managerial decisions relating to administrative issues. Proven analytical skills of complex human resources, budgetary, financial and administrative management policy and programmatic issues. Ability to develop and implement change initiatives.

### 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.**