



## ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

### Associate Communications Officer, P-2 (French Digital Editor) Communications and Outreach (CO) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
06 June 2019 23:59 hrs CET	19/TA10/CO	As soon as possible	364 days	Bonn, Germany

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**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the historic Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

The Communications and Outreach (CO) programme is responsible for external communications, media relations, online public information and outreach to stakeholders in support of the Convention and the Paris Agreement. The programme leads the public advocacy work of the secretariat and the strategic high-level engagement of stakeholders involved in the development of climate change policies. The programme supports the communications and outreach work of the secretariat and will seek to increase the number of outreach partnerships, in particular with the private sector and other key stakeholders, with a view to facilitating enhanced action under the Convention.

#### **What will you be doing**

Under the guidance of the Director of the Communications and Outreach programme you will ensure the timeliness and quality of the secretariat's digital content and supporting activities. You will be responsible for both the preparation of written and visual content for the website and social media in French and English, and for any needed collaboration and coordination across the secretariat to obtain and shape substantive content from the secretariat's programmes.

#### **You will have the following responsibilities:**

- You will review existing website content in French and English and update as necessary;
- You will create new web and social media content for the UN Climate Change website, and the secretariat's social media channels to reflect the status of climate change negotiations and the advancement of global climate action;
- You will develop and maintain regular corporate content, for events such as climate change conferences, workshops and meetings;
- You will carry through collaboration and coordination for gathering information across the secretariat to obtain and shape substantive content from the secretariat's programmes;
- You will assist the Executive Secretary and high-level officials with the translation into French of speeches, editorials, statements and presentations.
- You will perform other communication tasks as requested.



## **What are we looking for**

### **Educational background**

Required: First level university degree (Bachelor of Arts or equivalent) in (Digital) Media Studies, Communications, Journalism, Public Relations, International Relations or related field.

### **Experience**

Required: A minimum of three years of progressively responsible experience at the professional level in communications, digital media and using content management systems for producing and publishing content in French.  
Two years' work experience in social media.  
Professional experience in the United Nations System.

Asset: Professional experience as a journalist.

### **Language skills**

Required: Demonstrated proficiency in French and English.

Asset: Knowledge of Spanish.

### **Specific professional knowledge and job related skills**

Required: Familiarity with climate change issues.  
Social media skills.

## **How to apply:**

Candidates, whose qualifications and experience match what we are looking for, should use the online 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.
4. Indicative net monthly salary and allowances:  
US\$ 3,443 to US\$ 4,488  
(plus variable post adjustment, currently 28.8% of net salary),  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>