



**VACANCY ANNOUNCEMENT
ADAPTATION PROGRAMME**

VACANCY ANNOUNCEMENT NO:	VA 14/040/A
PUBLICATION/TRANSMISSION DATE:	15 May 2014
DEADLINE FOR APPLICATION	13 June 2014
TITLE AND GRADE:	Research Assistant, G-6
POST NUMBER:	FCA-2926-G6-001
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 is supporting 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, including 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.

Responsibilities

The Research Assistant post is located in the Adaptation Programme, and more specifically in the Crosscutting Support and Outreach subprogramme of the Adaptation programme, which 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.

Working under the general supervision of the Manager, Crosscutting support and Outreach subprogramme, the Research Assistant reports directly to the Head of the ACU. S/he performs the following key functions:

- Research in support of the Adaptation Committee and its mandate;
- Compilation, synthesis and presentation of information;
- Support for stakeholder engagement

1. Carries out research on issues of emerging concern in relation to the work of the Adaptation Committee and its mandate by:
 - a. Identifying and accessing possible sources of existing information in official documents, publications, web sites, electronic libraries, etc., to screen and extract relevant facts and data;
 - b. Identifying and contacting internal and external stakeholders, in particular government officials participating in the negotiation process and officials from relevant specialized agencies, intergovernmental and non-governmental organizations as well as the private sector, to seek direct information and/or other relevant sources.
2. Selects, compiles, synthesizes and presents the results of the research by:
 - a. Assessing the relevance of the information and data retrieved, consulting with the supervisor and managers and other colleagues as appropriate;
 - b. Making initial analyses as a basis for team members to prepare supporting documentation, such as terms of reference, presentations and discussion papers for AC meetings, workshops and other meetings;
 - c. Consolidating, categorizing and maintaining background information and records on relevant issues, developing related databases and information systems and updating them accordingly;
 - d. Writing summaries, notes and drafts, and preparing information packages and presentations for possible use as reference in discussions and briefings with official bodies and internal and external target audiences, and in secretariat web pages and databases;
 - e. Responding to internal and external queries on related issues.
3. Supports work on stakeholder engagement by:
 - a. Reviewing and regularly updating existing lists of UN, international and regional institutions to identify relevant regional centres and networks;
 - b. Preparing and regularly updating spreadsheets and databases, including information on activities of the above organizations, their capacities, focus and characteristics;
 - c. Scanning sources for new information on adaptation implementation, including on adaptation implementation at a national level.
4. Carries out any other research on issues of emerging concern to the Adaptation programme, and supports the preparation of official documents, including monitoring and recording of adaptation-related evolving mandates.
5. Performs any other job-related activity required to achieve the mandates, goals and objectives of the subprogramme, the programme and the secretariat.

Requirements

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

Education: Completed secondary education. Courses/training in environment studies or other relevant fields involving the use of research, and/or in project management would be an asset.

Experience: At least seven (7) years of work experience supporting research-related work, such as:

- Collecting, researching and synthesizing data across various areas of climate change, sustainable development, economics, social issues or related areas;
- Writing summaries and notes, and preparing information packages and presentations;
- At least two years of work experience at multicultural or international settings is an asset.

Specific professional knowledge:

- Knowledge of research methodologies, data collection and maintenance;
- Proficiency in managing spreadsheets and databases, including development of databases and/or information systems.

Job-related skills:

- Ability to identify, extract, analyse and format data from a wide variety of standard and non-standard sources.
- Ability to interact with various stakeholders including governments, international organizations, research institutions, private sector and NGOs.

Language requirements: Fluency in written and spoken English, including ability to write summaries, notes and drafts. Working knowledge of other United Nations languages and/or German is an asset.

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. This post is for local recruitment only. All travel, interview and relocation costs incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.**
- 2. 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.**
- 3. Indicative net annual salary: Euro 40,010 plus UN benefits as indicated in the link below:**

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>