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**TEMPORARY APPOINTMENT**  
**EXECUTIVE DIRECTION AND MANAGEMENT (EDM) PROGRAMME**  
**Implementation and Strategy Unit (ISU)**

<b>ANNOUNCEMENT NO:</b>	<b>13/TA31/EDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>24 June 2013</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>07 July 2013</b>
<b>TITLE AND GRADE:</b>	<b>Associate Programme Officer, P-2</b>
<b>INDICATIVE MONTHLY SALARY:</b>	<b>USD 3,894 to 4,387 net (without dependents)</b> <b>USD 4,151 to 4,695 (with dependants)</b> <b>plus variable post adjustment, currently 46.9 of net salary), plus other UN benefits</b>
<b>DURATION OF APPOINTMENT:</b>	<b>as soon as possible until 31 December 2013</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</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 Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

**Functions to be performed:**

The officer, under the guidance of the Director for Implementation Strategy and the supervision of the Special Assistant, Durban Platform Strategy in cooperation with the Secretary of the ADP, shall undertake the following tasks:

1. Preparations for the negotiating sessions of the ADP and inter-sessional and pre-sessional activities:
  - a. Summarize and synthesize inputs from Parties and observers.
  - b. Assist in the preparation of background briefing notes and substantive strategy notes for the sessions.
  - c. Assist in the design and functioning of ADP meetings.
  - d. Maintain an overview of work stream 1 and work stream 2 with a view to ensuring consistency of approach and the timely delivery by the respective teams of products.
  - e. Monitor the substantive discussion under the ADP and advise the Secretary to the ADP on tactical choices for the management of the sessions and strategies for advancing the discussion among Parties.
  - f. Provide input to substantive speaking notes for meetings on work stream 1 and work stream 2.
  - g. Coordinate the preparation of daily updates for meetings on work stream 1 in-session.
  - h. Assist support staff in creating archives of the preparatory and in-session work related to the ADP.
  - i. Assist in the drafting of input to and the results of the negotiations.
  - j. Assist in undertaking other preparatory tasks as determined by the ADP Co-Chairs.

2. Strategy and Action Plan for the Durban Platform 2013-2020
  - a. In close cooperation with ISU officers, assist in the implementation of the longer term strategy and action plan for the Durban Platform.
  - b. Assist in the implementation of the ICC work plan in consultation with relevant programme officers in the secretariat.
  - c. Prepare internal assessments of positions of groups of Parties on the elements of the 2015 agreement and proposals to enhance pre-2020 ambition and prepare strategies to advance the negotiations.
  - d. Assist in the development of main contours and elements of the 2015 agreement.
3. Substantive support to worksteam 2 in developing and implementing a structured approach to the delivery of tangible results
  - a. Assist the ISU and work stream 2 support team to develop and implement a structured approach by the ADP in delivering tangible results in bridging the pre-2020 ambition gap and in identifying further activities in 2014 and beyond.
  - b. Prepare inputs to strategies and preparations for 2014 as the year of ambition, and assist the Special Assistant in supporting work in the context of the ICC work plan on 'the ambition puzzle'.
  - c. Act as the ISU counterpart with relevant programme officers in preparing the second version of the technical paper, and the subsequent technical products as required, compiling and analysing information on the mitigation benefits of actions, initiatives and options to enhance mitigation ambition, to be made available by October 2013.
  - d. In collaboration with relevant programme officers and support staff, advance the development of a platform to recognise and further strengthen cooperative initiatives aimed at enhancing mitigation ambition in parallel with the preparation of the second version of the technical paper, and subsequent technical products as required.

### **Essential Requirements**

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

**Educational background:** First level university degree in environment, international affairs, political science, humanities or a related discipline

**Experience:** At least three (3) years of professional experience in climate change issues. International experience would be an asset.

**Specific professional knowledge:** Good knowledge of the intergovernmental climate change regime and negotiating process

**Job-related skills:** Excellent drafting and conceptual skills. Very good analytical, organisational and planning skills

**Language requirements:** Fluency in English, both oral and written is required. Knowledge of other UN language is an asset.

### **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.