



VACANCY ANNOUNCEMENT

Research Assistant, G-6 Means of Implementation Division Capacity-building Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
18 September 2022 23:59 hrs CET	VA 22/054/Mol	As soon as possible	one year with possibility of extension	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 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.

Where will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Means of Implementation division, which provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

The Capacity-building sub-division supports intergovernmental work and negotiations on matters related to capacity-building under the Convention, the Kyoto Protocol and the Paris Agreement and related activities to support developing countries to accelerate their enhanced action on mitigation and adaptation. This includes any tasks or mandates emanating from COP 25 pertaining to enhanced institutional arrangements for capacity-building under the Convention and the adoption of the initial institutional arrangements for capacity-building to implement Article 11 of the Paris Agreement.

Reporting to the Manager (P-5), Capacity-building subdivision and the Director, MOI, the Research Assistant will provide support to the subdivision in the development, operation, updating and administration of the Capacity-building portal and associated webpages. You will also support the communication and outreach activities of the Capacity-building subdivision and contribute to the effective operation of the information and data management systems of the Capacity-Building subdivision.

Key results/accountabilities are:

- Facilitating effective operation, updating and administration of the Capacity-building portal
- Participating in communication and outreach, as well as information and knowledge sharing initiatives
- Contributing to the implementation and/or enhancement of the subdivision's knowledge and information management systems



Your responsibilities

1. Supporting the development, operation and administration of the Capacity-building portal and associated webpages:

- a. Provides support to further developing the Capacity-building portal and the subdivision's webpages by identifying, developing and implementing new features which responds to user needs; liaises with ICT and the Communications and Engagement division to ensure that the technical requirements fully addresses the functional requirements of the portal;
- b. Provides support to the uploading of content into the Capacity-building portal and to the operation of the information databases featuring in the Capacity-building portal and ensures adequate harmonization with secretariat internal Capacity-building databases, and provides quality control of the functionalities and content available on the Capacity-building portal;
- c. Provides support to the administration of the Capacity-building portal and the subdivision's webpages by facilitating measurement of its effectiveness through the compilation of user statistics and regular reporting; liaises with the ICT subdivision on the administration of the Capacity-building portal;
- d. Provides support to the regular updating and maintenance of the UNFCCC's Capacity-building related webpages.
- e. Provides coaching and training to colleagues on adding new functionalities and uploading content to the platform.

2. Supporting the communication and outreach activities of the Capacity-building subdivision:

- a. Supports the communication and outreach activities of the Capacity-building subdivision to enhance the sharing of information on Capacity-building activities under the Convention and the Paris Agreement; provides such support by implementing the communication strategies of the subdivision and implementing social media work plans to disseminate information to target groups;
- b. Provides inputs to outreach material including newsletters, infograms, social media inputs and other communication material;
- c. Provides support to online coverage and the development of promotional and outreach materials of meetings organised by the Paris Committee on Capacity-building and the Capacity-building subdivision;
- d. Provides support to the maintenance of and regular updating of information on the UNFCCC Capacity-building Linked-In Group

3. Facilitating the timely and efficient implementation and/or enhancement of the subdivision's knowledge and information management systems:

- a. Supports the development and application of tools for monitoring the implementation of the subdivision's annual workplans and the workplan of the Paris Committee on Capacity-building;
- b. Supports the development and implementation of databases to collect information relevant to the work of the subdivision, including capacity-building activities of other divisions within the secretariat, calendar of events, stakeholders contact information, stakeholder feedback, communications and engagement data, and a repository of materials presented and shared during events organised by the subdivision;
- c. Liaises with responsible officers to assist them in developing clear and concise documentation for the business requirements to be included in new or existing systems, including technical innovations that could add value to the system;



- d. Liaises with the ICT and Programme Officers of the Capacity-building subdivision to ensure information sharing on the status of issues being undertaken and pending; supports systematic monitoring of IT projects development and implementation schedules to minimize clashes with other systems development;
- e. Continuously identifies issues and areas of improvements to the Capacity-building subdivision's websites;
- f. Designs and provides training to users (meeting participants), by developing guides and other tools for users and resource persons.

4. Performs any other job-related activity required to achieve the goals and objectives of the Capacity-building subdivision, including by representing the secretariat in technical meetings, workshops and seminars, and making presentations, where appropriate.

Competencies

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background

Required Completed secondary education.

Asset: Courses/training in systems/tools or product (e.g. publishing, computer graphics design, web site design/programming, etc.) would be an asset.



Experience

Required: At least seven (7) years of work experience supporting research-related work, including collecting, researching and synthesizing data across various areas of climate change, sustainable development, economics, social issues or related areas, as well as 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.

Language skills

Required: Fluency in written and spoken English, including ability to write summaries, notes and drafts.

Asset: Working knowledge of other United Nations languages and/or German is an asset.

Specific professional knowledge or skills

- Ability to manage websites, including administration of websites;
- Knowledge of research methodologies, data collection and maintenance;
- Proficiency in managing spread sheets and databases, including development of databases and/or information systems;
- Ability to interact with various stakeholders including governments, international organizations, research institutions, private sector and NGOs.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

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. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A valid work permit for Germany is required. All travel costs related to the interview and relocation 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 44,581 plus other UN benefits as indicated in the link below: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.



Page 5

