

VACANCY ANNOUNCEMENT

Communications Officer, P-4 Communications and Engagement Division Communications Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
25 January 2026 23:59 hrs CET	VA 25/046/C&E	As soon as possible	1 year with possibility of extension	Bonn

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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 you will be working

This position is located in the UN Climate Change in Bonn, Germany, in the Communications subdivision of the Communications and Engagement division, which is accountable for serving multiple cross-cutting objectives, including communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders so as to facilitate climate action and increase ambition.

Under the supervision of the Manager of the Communications Sub-Division, the incumbent manages the production and dissemination of multilingual content across all communication channels and manages outreach campaigns to advance climate action.

Your main responsibilities:

1. Oversees multilingual content production aligned with narrative and strategic priorities;

- Provides guidance in the development and dissemination of content for all communications channels and platforms, such as website, social media, podcasts, publications, reflecting the narrative and strategic priorities of UN Climate Change;
- Coordinates and oversees the preparation of speeches, talking points, and messaging for the Executive Secretary and senior leadership in the context of campaign priorities; ensures alignment of leadership communications with broader campaign strategies and outreach objectives.
- Oversees the coordination and management of communications activities, products and tactics, and supervises the work of the staff in the team;
- Contributes to development of communications strategies for UN Climate Change, and for individual channels and platforms
- Carries out programmatic/administrative tasks necessary for the functioning of the unit including the preparation of budgets, assigning and monitoring performance parameters and critical indicators, reporting on budget/programme performance, evaluation of staff performance, procurement of services;

2. Leads editorial planning and coordination of content across platforms and channels;

- Liaises with internal and external stakeholders — in-house divisions, UN System, IGOs, NGOs, COP presidencies and other key partners — for scheduling and planning communication content and products around milestone moments and on a drum-beat basis, including around conferences, meetings, announcements, publications and other relevant events.
- Leads in the continuous maintenance and enhancement of master messaging repositories, communications content calendar; encourage and coordinate contributions from team members.
- Leads in the planning, production, execution and ongoing improvement of Communications Updates to UN Climate Change leadership and senior staff, incorporating key information and products across channels and platforms, as well as notable developments in the global climate landscape, including news media developments, in a timely and efficient manner.

3. Manages targeted outreach campaigns;

- Leads the design and implementation of comprehensive communication and outreach campaigns that advance strategic goals, policy priorities, and advocacy objectives.
- Translates complex policy issues into compelling narratives tailored to diverse audiences, ensuring the use of multimedia, digital, traditional media, and grassroots approaches.
- Oversees campaign planning, execution, and coordination with regional offices, UN entities, NGOs, and partners, including the management of external service providers.
- Establishes and applies performance indicators to measure impact, produce analytical reports and lessons learned, and contribute to organizational reporting on communication and advocacy results.

4. Performs other related duties as required.

Competencies:

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Managerial Competencies:

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the

context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

Leading and Empowering Others: Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and gives staff autonomy in their areas of work, but remains accessible to staff at all levels, Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.

Education: An advanced university degree (Master's degree or equivalent degree) in journalism, communications and/or public relations, marketing and/or related fields is required. A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience: A minimum of seven (7) years of progressively responsible management experience in international communications, public relations, marketing or related fields is required. Strong experience managing communications teams, multi-languages content production and outreach campaigns are necessary. Broad knowledge of the UN system in general is highly desirable.

Language: Excellent command of written and spoken English. Working knowledge of another UN language is an asset.

Specific professional knowledge and job-related skills:

International climate policy knowledge and experience are required.

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. Service is limited to the UNFCCC secretariat.
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 and allowances:
US\$ 84,672
(plus variable post adjustment, currently 39.0% of net salary),
plus other UN benefits as indicated in the link below:

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

The UNFCCC secretariat 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.