



VACANCY ANNOUNCEMENT
SUSTAINABLE DEVELOPMENT MECHANISMS (SDM) PROGRAMME
Strategy, Collaboration, and Communication (SCC) Unit

VACANCY ANNOUNCEMENT NO:	VA 14/007/SDM
PUBLICATION/TRANSMISSION DATE:	13 January 2014
DEADLINE FOR APPLICATION	11 February 2014
TITLE AND GRADE:	Associate Communications Officer, P-2
POST NUMBER:	CDM-2933-V560-P2-003
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 supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Sustainable Development Mechanisms programme (SDM) is the organizational division of the secretariat that supports the implementation of market-based mechanisms, including the Clean Development Mechanism (CDM) and Joint Implementation (JI). Within SDM, the Strategy, Collaboration, and Communication (SCC) unit is responsible for the following activities, inter alia, in relation to market-based mechanisms: planning, coordinating, and reporting on the secretariat's strategy development work; servicing the intergovernmental negotiations; supporting the effective participation of stakeholders; and conducting communication and outreach activities.

The Associate communication Officer post is located in the Strategy, Collaboration and Communication unit of the SDM programme. The unit is responsible for planning, coordinating and reporting on the secretariat's strategy development work; servicing the intergovernmental negotiations; supporting the effective participation of stakeholders; and conducting communication and outreach activities. He/she reports to the Public Information Officer. The Associate Communication Officer plans, manages and coordinates public information initiatives and organisational outreach to NGOs, academic and research institutions, companies and various identified publics that have an interest in use of market mechanisms to incentivize action on climate change and an interest in the work of the UNFCCC.

The key results expected are:

- Support to the development of communication and marketing strategies.
- Management and enhancement of websites and production of targeted information and communication products.
- Research to assess social media practices and evaluate the impact of communication and outreach activities in raising awareness and understanding about carbon markets and mechanisms

Responsibilities

- Manages and enhances the Clean Development Mechanism (CDM) and Joint Implementation (JI) websites in collaboration with other communications officers in the Communication and Outreach Team (COT) and the Information Technology Services (ITS) programme; determine ways to optimize

the efficacy, reach and impact of the unit's online communications.

- Plans and executes research-based proactive communication and marketing strategies related to the work of SDM, including marketing of certified emission reductions for voluntary cancellation as part of corporate social responsibility programmes; monitors and analyses the impact of the strategies to inform future efforts.
- Develops and implements strategies for finding, assessing and creating responses to what stakeholders are saying about SDM related matters; analyses issues and trends related to CDM/JI inquires and responses and determines required follow-up actions to modify approaches; disseminates internally the results of on-going evaluation, including any recommended changes to communication processes.
- Produces targeted information/communication products (e.g. articles for publication, presentations, speeches, news releases, brochures, backgrounders, fact sheets) to enhance awareness and understanding about carbon markets and UNFCCC's carbon mechanisms.
- Supports social media activities, including Facebook, Twitter, YouTube, Flickr, Google+, SoundCloud and SlideShare to complement all communication efforts; assesses current social media practices and develops new objectives, tactics and channels to enhance efficacy, reach and impact.
- Develops and helps to maintain working partnerships with relevant organizations/agencies, media outlets and other key publics to raise awareness about SDM initiatives.

Requirements

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

Education: University degree in communication, public relations, information systems, information science, social science or related field.

Experience: At least three years of progressively responsible experience in communications, public information management, client/customer communication and support, two years of which in an international environment preferable.

Specific professional knowledge and job related skills: Public information management, client/customer communication and support.

Job-related skills: Information/content management systems, records management, client/customer support, website and database management

Language requirements: Fluency in English with strong drafting and communication skills. Knowledge of another UN language 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.
4. Salary and Allowances: USD 46,819 to 52,745 net (without dependents)
 USD 49,916 to 56,454 net (with dependants)
 (plus variable post adjustment, currently 54.2% of net salary),
 plus other UN benefits as indicated in the link below:

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