



## VACANCY ANNOUNCEMENT

### Associate Programme Officer, P-2 Conference Affairs Division, Coordination Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
11 August 2021 23:59 hrs CET	VA 21/046/CA	As soon as possible	Two years 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 you will be working**

The post is located in Bonn, Germany, in the Conference Affairs Division of the United Nations Framework Convention on Climate Change (UNFCCC) secretariat, and more specifically in its **Coordination unit**, which supports the planning and coordination of conferences, workshops and events (meetings), in cooperation with host countries, UN security, UNHQ conference management and other divisions in the secretariat. It manages local staff for sessions, the Trust Fund for Participation, and facilitates visa arrangements. The unit also develops and implements sustainable conference management practices.

#### **What you will be doing**

Reporting to the Team Lead, P-4, Coordination unit, you will be responsible for supporting with the unit's planning and coordinating of conferences, workshops and events (meetings), related functions of providing high-quality conference services in cooperation with host countries, UN security, UNHQ conference management and other divisions in the secretariat.

#### **Your responsibilities**

- 1. Supporting the implementation of the division's work programme and programme management, you will:**
  - a. Coordinate activities related to the preparation and submission of the programme of work and budget and project proposals, identifying problems and issues to be addressed and recommends corrective actions; liaise with relevant parties; identify and tracks follow-up actions;
  - b. Coordinate activities related to the preparation and submission of the division's annual work plan, mid- and end-year budget performance reports and audit recommendations;
  - c. Facilitate the development, implementation and evaluation of assigned projects; monitors, analyzing and reviewing relevant documents and reports;
  - d. Implement the results-based management framework and support the development and implementation of managerial tools to ensure the efficient and effective achievement of expected results;



- e. Collaborate with performance monitoring and assessment of the implementation of the workplan, including the preparation of reports;
- f. Carry out basic research on selected aspects of projects, operations and other activities to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources; and
- g. Support the sound management of core and extra-budgetary funds.

**2. Participating in the coordination of sessions, meetings, workshops and other events, you will:**

- a. Contribute to the preparation of various written outputs, e.g. Host Country Agreements, Memoranda-of-Understanding (MoU) and other pertinent legal instruments, pre-session and in-session documents assigned to the programme;
- b. Assist in performing consulting assignments, in collaboration with the Host Country counterpart, by planning and facilitating recurrent coordination meetings, in-session daily coordination meetings, team building workshops, through other interactive sessions and assisting in developing the action plan the Host Country will use to manage implementation and delivery of conference services;
- c. Coordinate visa arrangements for participants of UNFCCC sessions, meetings and workshops;
- d. Provide administrative and substantive support to consultative and other meetings to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.;
- e. Participate in client survey initiatives; assists with design of data collection tools; issue data collection tools, reviewing, analyzing and interpreting responses; identify problems/issues and prepare preliminary conclusions;
- f. Analyze substantive programme management and administrative requirements and make necessary proposals for operational planning; and
- g. Provide liaison with division units/teams, other secretariat divisions, UNDSS and UN DGACM, as well as the Host Country.

**3. Participating in developing policies which contribute to the management of the secretariat, you will:**

- a. Provide substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies;
- b. Review and analyze issues and documents presented to the secretariat's management groups, obtaining input from other units/teams and highlighting issues of strategic significance relating to the division's delivery of services;
- c. Undertake outreach activities; participate in the development of training workshops; participate in and make presentations on assigned topics/activities; and
- d. Contribute to the preparation of various written outputs, e.g. the drafting of background papers, analytical notes, sections of reports and studies, inputs to publications, presentations etc.

**4. Providing support to the division's communication and outreach activities, including substantive inputs related to the UNFCCC intranet and website:**

- a. Coordinate conference services-related information for the intranet and internet; propose improvements and ensure quality control;
- b. Undertake outreach activities; participate in the development of training workshops;



- participate in and make presentations on assigned topics/activities;
- c. Analyze and evaluate specific requests to the division for information by stakeholders and the public and support the preparation of responses.

**5. You will also perform any job-related activity** required to meet the overall goals and objectives of the Conference Affairs division, as well as those of secretariat-wide mandates.

**Competencies:**

**Being Accountable:** Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

**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:** Advanced university degree (Master's degree or equivalent) in business administration, public administration, international relations, political sciences, economics or related field. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

**Asset:** Completed training in project management with certification is an asset.

**Experience:**

**Required:** At least two (2) years of relevant experience in project management, administration, conference or events management or related field would be an asset. Experience with an international organization and/or the United Nations is desirable.



**Language skills:**

**Required:** Proficiency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

**What is the selection process?**

Evaluation of qualified candidates may include an assessment exercise which may 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 monthly salary and allowances:  
US\$ 48,805 to US\$ 55,553  
(plus variable post adjustment, currently 35.9% of net salary),  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

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.