



TEMPORARY JOB OPENING

Associate Programme Officer, P-2
Communications and Engagement division
Engagement Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
4 February 2024 23:59 hrs CET	24/TJO3/C&E	As soon as possible	364 days	Bonn, Germany

Publication date: 19 January 2024, Post number: 31045855, Funding: SB-014968.13

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.

What will you be doing

The Associate Programme Officer post is in the UNFCCC secretariat in Bonn, Germany, in the Climate Action Engagement unit of the Engagement subdivision.

The incumbent reports to the Climate Action Engagement Team Lead, in the Engagement subdivision, which facilitates, recognizes and makes the work of non-Party stakeholders visible, connecting it to the formal process through various types of mechanisms, tools and processes.

Your responsibilities

More specifically, the Associate Programme Officer's responsibilities include:

1. Coordination of side events and exhibits at UNFCCC sessions

- Supports the planning and management of side events and exhibits at UNFCCC sessions using the online system (SEORS), conduct selection of side event and exhibit applications and make recommendations of allocations based on relevant inputs including communication with all categories of the applicants;
- Maintains the database of side event and exhibit applications;
- Coordinates with relevant secretariat teams as well as the session-related committees who may organize in-session side events and exhibits to ensure the coherence of messaging and policies;
- Produces outreach materials to facilitate access to information (such as side events and exhibits manuals, the official webpages, inputs to the Daily Programme) necessary to complement the arrangements of the Host Country and disseminate the secretariat policies and useful information to participants;
- Supports communication with observer organizations and Parties and other secretariat programmes and respond to their inquiries/requests related to their applications;
- Ensures that logistical arrangements for side events and exhibits are in place including coordinating local staff;
- Identifies potential areas of cooperation with observer organizations and recommend partnerships that respond to the organization needs.



2. Coordination of Global Climate Action events, including the Marrakech Partnership, COP Presidency and regional climate week events

- a. Supports the planning and management of related events and activities;
- b. Provides support in undertaking engagement activities with Parties and other non-Parties stakeholders, including the identification of and liaison with counterparts and key actors;
- c. Coordinates with relevant secretariat teams to ensure coverage of topics related to global climate action
- d. Ensures the collection, synthesis and preparation of substantive inputs required for events, including consultations within the secretariat and external stakeholders.
- e. Produces information products of schedules and related information of the events

3. Follow up and analysis on the results of the events delivered:

- a. Conducts post-session survey to evaluate the operation of side events and exhibits, prepare post-session documents and analysis including policy advice;
- b. Conducts post-COP/regional climate week survey to evaluate the operation of global climate action events, prepare post-event documents and analysis including policy advice.

4. Performs any other job-related activity: including those required to achieve the goals and objectives of the team, the Engagement subdivision and/or the overall Communication and Engagement division and secretariat, including participation in meetings, workshops and/or 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.

Your qualifications

Educational Background:

Required: Advanced University degree (Masters) in environmental studies, international relations, social sciences, media communications or related discipline.

**Experience:**

Required: At least two (2) years relevant professional working experience on event management/coordination, communication or media/video/web production. Two years of relevant work experience in an international setting is an asset.

Language skills:

Required: Fluency in written and spoken English is required.

Asset: Working knowledge of other UN official language.

Specific professional knowledge and skills and Job-related skills

- Excellent communications skills, ability to communicate with both technical and non-technical staff;
- Strong interpersonal skills;
- Knowledge and experience of climate change are desirable;
- Familiarity with the UNFCCC process is strongly desirable;
- Proven ability to prioritize and deliver tasks on time and to produce quality results while meeting established.
- Ability to coordinate diverse stakeholders in various regions.

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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
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. Indicative net monthly salary and allowances:
US\$ 4,198 to US\$ 4,779
(plus variable post adjustment, currently 40.5% of net salary),
plus, other UN benefits as indicated in the link below:

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



Page 4

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.
