



VACANCY ANNOUNCEMENT
EXECUTIVE DIRECTION AND MANAGEMENT (EDM) Programme
Office of the Executive Secretary

VACANCY ANNOUNCEMENT NO:	VA 13/024/EDM
PUBLICATION/TRANSMISSION DATE:	11 March 2013
DEADLINE FOR APPLICATION	09 April 2013
TITLE AND GRADE:	Associate Programme Officer, P-2, Momentum for Change
POST NUMBER:	FRA-2911-V257-P2-001
INDICATIVE NET ANNUAL SALARY:	US\$ 46,730 to 52,645 (without dependents) US\$ 49,821 to 56,347 (with dependents) (plus variable post adjustment, currently 49.2% of net salary) plus other UN benefits and pension fund
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 Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Responsibilities

The Associate Programme Officer's post is located in the Executive Direction and Management programme and more specifically in the Office of the Executive Secretary which coordinates outreach activities to a broad range of stakeholders including other agencies and the Secretary General's office; provides support to secretariat-wide internal management; coordinates internal oversight and work processes to improve efficiency; and coordinates overall support to the Executive Secretary's missions and strategic communications. The incumbent of the post is accountable for:

- Communications support for the Momentum for Change initiative;
- Outreach activities to promote the Momentum for Change initiative, especially with women's organizations;
- Support the engagement of stakeholders to support Parties to increase their level of ambition and reach a universal global agreement by 2015, to be implemented by 2020.

He/she will work under the general supervision of the Chief of Staff and direct supervision of the Momentum for Change Programme Officer. The incumbent is expected to:

- a. Plan and execute pro-active media, communication and outreach strategies related to the Momentum for Change initiative; monitor and analyse the impact of the strategies/action plans and recommend actions accordingly.
- b. Produce drafts of well-targeted information/communication and public awareness products (e.g. articles for publication, presentations, speeches, press releases, booklets, brochures, backgrounders, press kits) to enhance awareness and understanding about the Momentum for Change initiative.
- c. Support social media activities, including through Facebook, Twitter and LinkedIn, to raise awareness about the Momentum for Change initiative.
- d. Develop and help to maintain working partnerships with relevant organizations/agencies, media outlets and relevant stakeholders, especially women's organizations, to raise awareness about the Momentum for Change initiative.
- e. Work in collaboration with targeted group of stakeholders to promote climate action at local, national and international levels.

Essential Requirements

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

Educational background: First level university degree (Bachelor or equivalent) in environment, communications, public relations, gender studies, international affairs, political science, humanities or a related discipline

Experience: At least three (3) years of professional experience in climate change issues, environment and/or communications. International experience would be an asset.

Specific professional knowledge: Good knowledge of communications and stakeholder engagement. Knowledge of the work of the United Nations and gender issues is an asset.

Job-related skills: Excellent organizational and planning skills, very good writing skills.

Language requirements: Fluency in English, both oral and written is required. Knowledge of other UN language is an asset.

Expected competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgment in the work environment; the capacity to plan own work and manage conflicting priorities.

Commitment to Continuous Learning: Willingness to keep abreast of new developments in the field of work.

Communication: Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

Technological Awareness: Ability to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

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.**