



TEMPORARY JOB OPENING

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

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 September 2023 23:59 hrs CET	23/TJO20/C&E	As soon as possible	364 days	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.

What will you be doing

The Associate Programme Officer post is in the Communications and Engagement division, which is responsible for UNFCCC public communications, and for catalyzing climate action among climate actors in governments, civil society and subnational organizations, through outreach, engagement and tracking of climate action. The Associate Programme Officer will function partnership officer, primarily for the UNFCCC Fashion Industry for Climate Action, which facilitates collaboration within the global fashion sector to take action to address climate change and to bring the fashion sector in alignment with the aim and long term goals of the Paris Agreement. The incumbent reports to the Lead of the Climate Action Engagement Unit.

Your responsibilities

The Associate Programme Officer will be responsible for the following tasks:

- 1. Facilitates and enables effective stakeholder participation in the Marrakech Partnership for Global Climate Action and other UNFCCC stakeholder engagement initiatives:**
 - Prepares substantive inputs, coordinates stakeholders and organizes meetings/events for the establishment / management of various bodies and forums pertaining to the Marrakech Partnership and other climate action recognition activities;
 - Drafts various written outputs, e.g. reports, analyses and presentations on key results and conclusions, as well as reviewing the work of others;
 - Supports the coordination and preparation of technical documents for the operationalization of related bodies, coalitions and/or established networks related to engagement with non-Party stakeholders, including recognition activities;
 - Coordinates with relevant divisions of the secretariat in support of climate action activities in the various organizational work streams, ensuring close collaboration and support.
- 2. Supports the operation of the partner membership processes**
 - Responds to questions and prepares information packages about how to become a member of the Marrakech Partnership, signatory to the Fashion Charter and other sectoral initiatives;
 - Handles the membership process by processing membership applications and records,



tracking membership data, and following up with outstanding applications;

- Regularly reviews reporting by signatories as to their activities and business practices of relevance to the Charter principles.

3. Develops and implements strategies to involve new members.

- Identifies influential/key companies and organizations that are in a position to strengthen the impact of business contribution to climate action, including through the Fashion Charter and other sectoral initiatives.
- Proposes and develops approaches and materials required to engage the targeted organizations.
- Follows up initial communications to ensure a proper closure and establishment of a positive relation with these organizations, whether they agree to become a signatory or not.

4. Undertakes research in support of developing the strategic direction of the Fashion Charter

- Undertakes research and data collection in support of specific products or activities delivered under the sectoral initiatives.
- Maintains a database of activities, meetings and reports by other relevant organizations.
- Based on regular analyses of the above, advice the Fashion Charter Facilitator on strategic challenges and opportunities for the Charter.

5. Provide other support as needed

- Assist with other relevant activities of the division as needed.

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.

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 degree) in business administration, environmental management, natural or social sciences, engineering, international relations 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:

Required: A minimum of two years of progressively responsible experience in the area of project support or management and coordination, strategic planning and management, dealing with the private sector and/or international organizations.

Language skills:

Required: Fluency in English is required.

Asset: Knowledge of another UN official language is an advantage.

Specific professional knowledge and skills and Job-related skills

Experience from outreach and cooperation with external stakeholders 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. UNFCCC staff members with a fixed term appointment may be considered for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the applicant works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. Therefore, all applications must be supported by 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 42% of net salary),
plus other UN benefits as indicated in the link below:



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<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.
