



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2

Adaptation Division
Review Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
1 September 2024 23:59 hrs CET	VA 24/057/A	As soon as possible	One year 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 will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Adaptation division, and more specifically in the Review subdivision, which supports the provision of coherent and holistic guidance on adaptation to Parties, as well as provides adaptation input relevant to the technical analyses and syntheses for the Global Stocktake and facilitates engagement and outreach on adaptation to promote action towards the achievement of the objectives and goals of the Convention and the Paris Agreement.

What will you be doing

Reporting to the Manager (P-5) of the Review subdivision of the Adaptation division, the Associate Programme Officer will work in the Reporting and Engagement team, and is involved in the following key areas:

- **Reporting and engagement**
- **Work of the Adaptation Committee**
- **Intergovernmental process, intersessional events and activities**

Your responsibilities

1. In the area of supporting reporting and engagement work, you will:

- a. Support the maintenance and enhancement of adaptation information and data portals, including social media platforms;
- b. Support engagement and outreach activities, including preparing outreach materials such as infographics, brochures, videos, and presentations for all adaptation processes/bodies;
- c. Provide input to deliverables on work related to reporting and engagement that cut across the work of the Adaptation division, including sectoral and cross-thematic areas of work;
- d. Contribute to areas under other divisions that link to the work of the Adaptation division, such as those relating to adaptation aspects of the Nationally Determined Contributions, Collective Progress and Global stocktake;
- e. Establish and maintain a wide range of contacts and stakeholders involved in the work related



to adaptation;

2. In the area of supporting the work of the Adaptation Committee (AC), you will:

- a. Support the work of the AC in implementing tasks related to its workstream of awareness-raising, outreach and information-sharing, including by:
 - Supporting the implementation of the AC's communication strategy;
 - Preparing policy briefs, presentations and other outreach materials;
- b. Assist in the organization and servicing of expert meetings, workshops and other events;
- c. Participate in international, regional and national meetings and workshops, as appropriate.

3. In the area of supporting the intergovernmental process, you will:

- a. Draft annotations, briefing and speaking notes, as well as background documentation;
- b. Prepare first drafts of substantive technical analyses and documentation to support the negotiations;
- c. Provide support to co-facilitators during the negotiation sessions;
- d. Assist in drafting negotiating text, draft conclusions and decisions;
- e. Support the AC Co-Chairs and members during negotiating sessions, including coordinating their participation in meetings and events, and preparing draft interventions and presentations for their consideration.

4. You will perform any other job-related activity required to achieve the goals and objectives of the unit, the subdivision, the division or the secretariat.

Competencies

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.

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.

Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) economics, social sciences, environmental studies, natural sciences, engineering, development studies, communications, or a related discipline.

A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.



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Experience

Required: At least two (2) years relevant professional working experience in climate change, sustainable development, communications, or social issues, with strong communication, drafting skills and organizational skills is required.

Language skills

Required: Fluency in English (both oral and written).

Asset: Knowledge of another UN official language.

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 annual salary and allowances:
US\$ 50,377
(plus variable post adjustment, currently 43.1% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC 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.
