



## Announcement for Fellowship

Executive Direction and Management (EDM)  
Office of the Deputy Executive Secretary

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
04 June 2018	18/FP02/EDM	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 04 May 2018

**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 historic 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.

Thanks to funding from the Government of Italy, the UNFCCC secretariat is launching the Capacity Award Programme to Advance Capabilities and Institutional Training in one Year (CAPACITY) as a new Fellowship Programme with the aim of developing capacity of negotiators and therefore increase the level of implementation of the Paris Agreement. The CAPACITY Fellowship Programme will contribute to building capacity for addressing climate change in Small Islands Developing States (SIDS) and Least Developed Countries (LDCs), through the development of local professional expertise by:

- Supporting innovative analytical work on climate change in the context of sustainable development;
- Promoting a network of experts who can bring creative and innovative options to bear on questions of climate change;
- Encouraging the leadership potential of young and promising professionals in their fields.

The Programme target group consists of mid-career professionals who are already in a government's employment and who are nationals of and working in a SIDS or LDC Party. While Fellowships are awarded to individuals, the need for development/training must occur within the context of the organization for which an applicant works. The training must help the organization to develop its capacity.

### **Where will you be working**

You will be working in the Executive Direction and Management (EDM) programme which promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol and Paris Agreement bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol and Paris Agreement 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.



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

Expertise is sought in the area of developing and implementing organizational diversity and inclusion strategies and plans, preferably including gender equality and the empowerment of women.

You will be part of the team implementing the supplementary project “Strengthening gender mainstreaming in climate change action and the UNFCCC process and secretariat through coordination, collaboration, advocacy and capacity-building”. In particular, you will

- Support the Gender Affairs Officer in implementing UN system-wide initiatives related to gender equality and the empowerment of women, through fully integrating the initiatives in secretariat policies and processes, including working with the Human Resources unit to ensure appropriate data collection and analysis systems;
- Support the design and implementation of a diversity and inclusion strategy and action plan to 2020, including analysing and identifying key data to inform the design of an effective strategy and action plan;
- Work with the Human Resources unit to build the capacity of all levels of management, supervisors and staff to fully engage with, and implement the diversity and inclusion strategy and action plan;
- Work with the Human Resources unit to ensure that capacity-building initiatives for senior leaders are in place to help them fulfil the role of gender champions in support of the Executive Secretary’s goal under the International Gender Champions initiative;
- Support the Gender Affairs Officer and the Office of the Deputy Executive Secretary in aligning the work on gender equality, women’s empowerment, diversity and inclusion into the broader work on change management and long term strategic planning;
- Perform other related duties, as required.

### **What are we looking for**

#### **Educational background**

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Required: Master degree in social sciences, gender studies, women studies, human resources, organizational development, or a related field. A combination of a first-level university degree and an additional two years of relevant work experience may also be accepted in lieu of an advanced degree.

#### **Experience**

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Required: At least three years of experience in organizational development, with direct experience in creating and implementing diversity and inclusion strategies and plans, preferably including gender equality and the empowerment of women, that maximize employee adoption and usage. Demonstrated record of providing skills, expertise and advice to senior management in relation to gender equality and/or diversity and inclusion initiatives and/or organizational development.



### **Language skills**

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Required: Proficiency in written and spoken English.

Desired: Knowledge of another UN official language.

### **Others**

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1. The Fellowship Programme is open to individuals
  - a. Currently employed in a governmental organisation (national, regional, provincial or local) including educational institutions, research institutes and ministries.
  - a. Be a national of an eligible LDC or SIDS country.
2. The secretariat will consider candidates only from SIDS or LDC Parties with a view to ensuring gender balance in the selection of candidates.

### **What is the selection process**

You may be invited for assessment of your technical/professional knowledge and/or an interview to assess the skills and aptitudes required to successfully perform the functions of the post.

At a certain point and as part of the selection further considered candidates will be requested to provide the following information:

- a. Obtain permission from their employer for leave of absence for the term of the Fellowship, and provide written certification that s/he will return to the Party's governmental institution for at least six months after her/his Fellowship;
- b. Obtain a written letter of intention by their employer that the new knowledge acquired during the fellowship will be integrated in the climate change activities of the government upon their return;
- c. Obtain written certification from their employer that the subject of the applied position is relevant to the needs of the releasing entity/organization.

### **How to apply:**

Candidates from SIDS and LDCs, 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. This Programme is not intended for students, and does not provide financial support for an advanced degree, such as fieldwork for a PhD degree
2. We will confirm receipt of your application. However, only candidates who have been confirmed for an interview will receive notice of the outcome of the selection process.



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3. The monthly stipend including allowances is US\$ 4,663
  4. The UNFCCC Secretariat will organise the return trip to Bonn and pay a baggage allowance of up to USD 150 (one way)
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