



## VACANCY ANNOUNCEMENT

### Programme Officer, P-3

Sustainable Development Mechanisms (SDM) Programme  
Communications and Outreach (CO) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
11 October 2017	VA 17/014/SDM	As soon as possible	18 months 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 historic Paris Agreement by 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.

The Sustainable Development Mechanisms (SDM) programme is leading in the development and effective implementation of innovative approaches to broaden the engagement in and effectiveness of action to mitigate climate change and drive sustainable development. SDM supports the operationalization of the cooperative approaches established by Article 6 of the Paris Agreement and broader efforts to engage non-Party stakeholders in climate action. SDM manages the NAZCA platform, supports the COP Presidencies' Climate Action Champions and supports the implementation of the three Kyoto mechanisms - the Clean Development Mechanism (CDM), Joint Implementation (JI), and International Emissions Trading (IET).

The Communications and Outreach (CO) programme is responsible for external communications, media relations, online public information and outreach to stakeholders in support of the Convention and the Paris Agreement. The programme leads the public advocacy work of the secretariat and the strategic high-level engagement of stakeholders involved in the development of climate change policies. The programme supports the communications and outreach work of the secretariat and will seek to increase the number of outreach partnerships, in particular with the private sector and other key stakeholders, with a view to facilitating enhanced action under the Convention.

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

Under the guidance of the Director, Sustainable Development Programme and in close consultation with the Director, Communications and Outreach Programme, you will deliver on a series of strategic communications activities to support outreach to key stakeholders on the road to, during and after the 23<sup>rd</sup> Conference of the Parties (COP23) in Bonn. You will perform the same tasks in 2018 on the road to, during and after COP24 in Katowice, Poland. You will be responsible for supporting communications efforts in support of Global Climate Action, including liaising with external stakeholders.

In addition, you will plan, organize and manage communications, media engagement and event management of regional carbon forums in collaboration with Forum partners and relevant governments.



**Expected key results:**

- Support communication and outreach activities of SDM
- Support Global Climate Action

**You will have the following responsibilities**

1. Supporting the communication and outreach activities of SDM you will:
  - In cooperation with the CO team develop communication and marketing strategies for promotion of public awareness of CDM processes for different target groups;
  - Plan and support communication and outreach activities related to SDM, CDM and JI activities and different projects;
  - Contribute in preparation of factsheets, speaking points, writing speeches, preparing presentations, posters, booklets, flyers, etc.;
  - Support communication and outreach activities with a focus on Climate Neutral Now, Nairobi Partnership and Regional Collaboration Centers;
  - Contribute to strategic planning and promoting SDM, CDM and JI activities through social media, including monitoring and analysing social media activities;
  - Support the partnership and engagement activities with external entities by organizing media promotions;
2. Supporting Global Climate Action, you will:
  - Strengthen existing dialogues and cooperation with key stakeholders identified under relevant themes of Global Climate Action;
  - Plan and organize press events relevant to Global Climate Action during COP23 in Bonn, through 2018 and at COP24 in Katowice, Poland;
  - Lead the coordination and drafting of press materials in support of the Action Agenda activities during COP23; through 2018 including in support of regional carbon forums and during COP24 including preparation of background documents, briefing notes and speaking points.

**What are we looking for**

**Educational background**

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Required: Advanced university degree in communication, political science, economics, social sciences, environmental science or a related discipline. A combination of relevant academic qualifications and additional experience may be accepted in lieu of the advanced university degree.

**Experience**

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Required: At least five (5) years of relevant experience in the areas of political and/or communication campaigns, project management in the area of communication, climate policy and action.

**Language skills**

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Required: Excellent command of English.

Advantage: Proficiency in a second official UN language.



### **Specific professional knowledge**

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- Required:
- Network and coalition-building
  - Strong knowledge of, at least one of the following areas:
    - ❖ Cities and/or municipal or regional government
    - ❖ Institutional investment, financial services and/or insurance
    - ❖ Faith Communities, women's leadership and/or environmental NGOs
    - ❖ Business and Industry

### **Job related skills**

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Required: Sound analytical and strong drafting and editing skills, good planning and organizational skills, demonstrated ability to provide clear written and oral communications.

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

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency-based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, communicating with impact, being responsive to clients and partners and delivering results.

### **How to apply:**

Candidates, whose qualifications and experience match what we are looking for, 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.
4. Indicative net annual salary and allowances:  
US\$ 58,583 to 65,695  
(plus variable post adjustment, currently 36.2% of net salary),  
plus a range of other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>