



VACANCY ANNOUNCEMENT
COMMUNICATION AND OUTREACH (CO) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 13/025/CO
PUBLICATION/TRANSMISSION DATE:	15 March 2013
DEADLINE FOR APPLICATION:	13 April 2013
TITLE AND GRADE:	Coordinator, D-1
POST NUMBER:	FRA-2933-V999-D1-001
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 international political process to address climate change. The UNFCCC secretariat supports the Convention and its Kyoto Protocol through a wide range of activities, including substantive and organizational support to meetings of the Parties and to the implementation institutions and processes under the Convention and its Kyoto Protocol, and support to Parties in the continuing evolution and strengthening of the multilateral climate change regime.

The secretariat's Communications and Outreach (CO) programme is responsible for external communications, media relations, on-line public information and outreach to stakeholders in support of the UNFCCC and the Kyoto Protocol. The programme leads the public advocacy work of the Climate Change Secretariat and the strategic high level engagement of stakeholders involved in the development of climate change policies.

Responsibilities

The Communication and Outreach (CO) programme Coordinator works closely with and reports directly to the Executive Secretary. The programme Coordinator will lead a newly restructured programme and reorient the work of the programme in new directions. The incumbent will be accountable for developing and implementing a new strategic vision for the secretariat's communications and outreach activities, for better integrating communications across the secretariat, and for building the new programme team. S/he is an integral part of the secretariat's senior Management Team and contributes to the overall management of the secretariat through membership in various other managerial groups.

The key accountabilities of the Coordinator include:

I. Strategic vision and policy advice.

Developing, directing and delivering the secretariat-wide external communications strategy to enhance public and stakeholder support for the UNFCCC and its Kyoto Protocol and their institutions and market-based mechanisms, to catalyse enhanced action on climate change by all stakeholders; and to position and market the UNFCCC as the global forum to set international climate change policies and agree on action. In addition, the Coordinator provides strategic oversight to communications-related activities of other programmes and plays a leading role in inter-agency communications efforts on climate change by overseeing and contributing to the development of the core substantive messages and how these are best deployed alongside the messages and communications strategies of the Secretary-General and the main UN partner organizations.

II. Programme leadership and management (including resource mobilization)

Leading the Communication and Outreach programme and its staff in implementing its programme of work, fostering staff motivation, creativity and innovative thinking, and ensuring timely implementation and a respectful work environment. In addition, the Coordinator manages the program budget and is accountable for developing and implementing strategies for medium and long term fund raising for communication and outreach projects.

III. Advocacy and senior representation

Building coalitions and partnerships with external stakeholders to foster efforts to address climate change, developing strategic relationships with media and acting as media coordinator for climate change conferences and meetings by overseeing media and broadcasting facilities and services; and guiding the media operations at sessions. In addition, the Coordinator represents the Executive Secretary and the secretariat in negotiations and consultations with host government officials on media relations, media services, TV and radio broadcasting facilities as well as online webcasting for sessions.

Essential Requirements

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

Educational background: An advanced university degree, or equivalent, preferably in Journalism, Communications, Public or International Relations. A combination of a university degree plus substantial professional experience in the field may be accepted in lieu of an advanced degree in the relevant discipline.

Experience: At least 12 years of progressively responsible experience in strategic communications, public information, or media, including management, in large multicultural institutions. Familiarity with the climate change environment, sustainable development and carbon market issues as well as UN administrative practices would be an asset.

Languages: Fluency in English (both written and oral) essential. Working knowledge of another UN official language desirable.

Job-related skills: Strategic and management-level writing skills; ability to draft compelling content for external or internal dissemination; resource mobilization skills desirable; to build partnerships, and develop networks, with other organizations and with governmental and civil society actors

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.
4. Salary and allowances: US\$ 95,394 to 103,702 net (without dependents)
US\$ 103,204 to 112,804 net (with dependents)
(plus variable post adjustment, currently 49.2% of net salary) plus other UN benefits as indicated in the below link. <https://unfccc.int/secretariat/employment/conditions-of-employment.html>