



VACANCY ANNOUNCEMENT

Coordination Officer, P-3 (multiple posts)

Communications and Engagement Division
Communication and Knowledge Management Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 March 2023 23:59 hrs CET	VA 23/011/C&E	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 within the front office of the Director of the Communications & Engagement division, and will develop, coordinate and deliver substantive and operational support for the management of the division, and ensure cooperation with other divisions and senior management; draft relevant correspondence; develop Standard Operating Procedures (SOPs); monitor implementation of Service Level Agreements (SLAs); coordinate cross cutting work of the division, prepare briefing notes and background for the Director and other responsibilities as assigned.

Your responsibilities

Under the direct supervision of the Director, Communication & Engagement, your responsibilities include the following:

- Provide support and coordination to the Director on cross-cutting divisional issues coordinating with other sub-division managers and team leads;
- Supervise and coordinate the development of the division's biennial work programme and workplans and periodic reviews with appropriate benchmarks/KPI;
- Assess issues, research topics, analyze and synthesize information and requests; make recommendations on possible policies, strategies and other measures to address issues of concern and to enhance implementation of the strategic goals of the secretariat;
- On internal/external queries, assist in formulating possible responses or necessary actions and ensure appropriate procedures to follow-up and mitigate delays;
- Oversee the proper coordination of agendas and messaging on key issues;
- Provide direct support to the dissemination of management decisions with appropriate mechanisms in place to facilitate and monitor implementation, as appropriate; provides strategic input on how to enhance communication of management decisions where needed;
- Working with relevant parties, organise and manage coordination meetings between relevant teams and the Director, ensuring effective cooperation and information-sharing;
- Consistently and proactively identify, analyse and monitor developments and emerging issues both internally and externally that are of interest and relevance for the division;



- Draft and review/prepare briefs/reports and background papers for completeness, strategic messaging, in liaison with appropriate managers and teams;
- Ensure substantive preparation for meetings/special events, missions by providing and organising briefing notes, working documents and/or mission critical files/plans, ensuring logistical arrangements, etc.;
- Coordinate administrative, finance/budget and HR matters with the programme administrative team;
- Develop SOPs and monitor the implementation of SLAs
- Perform other duties as required.

Competencies

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) in business administration, social sciences, international relations, or related field. A first-level University degree (B.A. or equivalent) in combination with additional 2 years of qualifying experience may be accepted in lieu of the advanced University degree.

Experience

Required: A minimum of five (5) years of relevant experience in intergovernmental administration, including working with, coordinating and liaising with various senior level stakeholders. Expertise in substantive analysis and/or drafting of reports, taking points, briefing notes. Experience in front office or administration.

Language skills

Required: Proficiency in English (both oral and written) is required. Excellent writing and revising skills. Knowledge of another UN official language is an advantage.



Specific professional knowledge and skills and Job-related skills:

Excellent interpersonal and communication skills, flexibility and organizational skills with strong capacity for multitasking, in particular in high-pressure situations and short time frames.

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\$ 64,121 to US\$ 71,906
(plus variable post adjustment, currently 27.7% 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.

The UNFCCC secretariat has been made aware of various correspondence, being circulated via e-mail, from Internet web sites and via regular mail or facsimile, falsely stating that this correspondence is issued by, or in association with the UNFCCC secretariat and/or its officials. These scams, which may seek to obtain money and/or in many cases personal details from the recipients of such correspondence, are fraudulent.

Please see link below for more information:

<https://unfccc.int/this-site/fraud-alert>