



VACANCY ANNOUNCEMENT
FINANCE, TECHNOLOGY AND CAPACITY BUILDING (FTC) PROGRAMME
Finance Sub-programme

VACANCY ANNOUNCEMENT NO:	VA 13/037/FTC
PUBLICATION/TRANSMISSION DATE:	13 May 2013
DEADLINE FOR APPLICATION	11 June 2013
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FCA-2925-P3-002
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 political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

Responsibilities

The Programme Officer post is located in the Finance subprogramme within the Finance, Technology and Capacity building programme. The incumbent is primarily accountable for support towards activities related to climate finance. The incumbent reports to the Finance Programme Officer (Team Leader). The key results expected are:

- Support towards climate finance
- Standing Committee on Finance and intergovernmental processes
- Outreach and liaising

1. Support for analyzing and presenting information on climate finance.

- a) Develops and maintains a web based platform for informing Parties on climate finance issues, including information on policy developments, the sources of funding for climate change activities, under the Convention as well as those provided by bilateral, regional and multilateral institutions and other relevant actors, be responsible, in cooperation with the web designing expert, for the design of the website, its maintenance and update;
- b) Identifies and analyses climate finance flows, sources of funding, trends, risks and strategies including analytical work on the complementarities amongst different financing options for climate change and advises accordingly;

- c) Prepares a variety of written outputs, e.g. background papers, technical reports, concept papers and other substantive documents related to strategies for cooperation on short, medium and long term finance addressing climate change mitigation and adaptation in developing countries;

2. Support to the intergovernmental processes and the work of the Standing Committee.

- a) Provides substantive support to the intergovernmental negotiations on climate finance by supporting considerations of agenda items under the subsidiary bodies and the COP, and preparing relevant official documents, annotations, briefing for the chairs of the relevant negotiating bodies, as well as providing technical support in formulating proposals and conclusions, decisions and recommendations, including identifying problems and proposing corrective actions;
- b) Provide technical support for the organization of climate finance meetings and events including drafting technical documents, annotations, speaking notes, options for consideration, background papers on various issues relating to investment and financing to address climate change;
- c) Ensures that parties are furnished with relevant information to support their decision-making by providing technical guidance to inter-governmental processes on analyses of policy issues related to investment and financing to address climate change;
- d) Provides substantive technical support and guidance to the work of the Standing Committee on Finance related to mobilization of financial resources.

3. Outreach and liaising.

- a) Contributes to the development of strategic partnerships with key constituencies to elicit support and maximize impact of cooperation and collaboration with various stakeholders;
- b) Represents the secretariat at international, regional and national conferences, workshops, meetings and seminars on matters relating to climate finance;
- c) Maintains contacts with UN and other international bodies, Parties, IGOs, private sector, NGOs and other relevant stakeholders to strengthen cooperation and enhance the understanding of finance options to address climate change mitigation and adaptation in developing countries.

Essential Requirements

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

Educational background: First level university degree in economics, or international affairs, preferably including development economics or environmental economics, environmental science or a related discipline

Experience: At least five years relevant working experience, of which at least one year should have been in an international environment and experience in servicing international negotiations processes, and/ or financial assistance programmes would be an asset.

Specific professional knowledge:

- Familiarity with policy formulation and interaction with various stakeholders including governments, international organizations, research institutions and private sector desirable.
- Good understanding of the negotiation process particularly as it relates to finance, ability to perform well in a team, and ability to interact effectively with delegates, colleagues from other programmes as well as with both private and public sector representatives.
- Independent drafting of technical documents of high quality within a short period of time is essential. Knowledge of bilateral and multilateral and international funding instruments supporting climate change mitigation and adaptation in developing countries.
- Experience in analysing and preparing technical and policy papers to promote cooperative action among relevant stakeholders on technology development and transfer and its related matters is an important asset.

Job-related skills:

- Excellent drafting skills
- Excellent communication skills both written and oral
- Good knowledge of issues pertaining to climate change financing

Language requirements: Fluency in English. Working knowledge of French and/or other UN languages desirable

Expected competencies

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to Continuous Learning: Willingness to keep abreast of new developments in their field of work.

Communication: Ability to provide thorough, well-reasoned contributions to documents and papers.

Technological Awareness: The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

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\$ 56,091 to 62,803 net (without dependents)
US\$ 60,091 to 67,387 net (with dependents)
(plus variable post adjustment, currently 49.2% of net salary)
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>