United Nations
Climate Change Secretariat

Nations Unies
Secrétariat de Changements Climatiques

VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTION AND MANAGEMENT PROGRAMME

Implementation Strategy Unit

VACANCY ANNOUNCEMENT NO:	**VA 12/080/EDM**
PUBLICATION/TRANSMISSION DATE:	**17 October 2012**
DEADLINE FOR APPLICATION	**16 November 2012**
TITLE AND GRADE:	**Associate Programme Officer (P2, ADP Focal Point)**
POST NUMBER:	**FRA-2911-V224-P2-003**
IINDICATIVE NET ANNUAL SALARY:	**US$ 46,730 to 52,645(without dependents)** **US$ 49,821 to 56,347 (with dependents)** **(plus variable post adjustment, currently 45.2% of net salary) plus other UN benefits and pension fund**
DURATION OF APPOINTMENT:	**One year, with possibility of extension**
DUTY STATION:	**Bonn, Germany**
EXPECTED DATE FOR ENTRY ON DUTY	**1 March 2013**

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 through a range of activities, including substantive and organizational support to meetings of the Parties.

The Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol 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.

Responsibilities

The Associate Programme Officer's post is located in the Executive Direction and Management programme and more specifically in the Implementation Strategy Unit (ISU) which is accountable for coordination of the secretariat's support to institutions, processes and delivery mechanisms under the Convention and to lead and coordinate support for the implementation of the Durban Platform on Enhanced Action. Working under the direct supervision of the Manager, Durban Platform for Enhanced Action, the incumbent of the post is accountable for support towards the implementation of the ADP work programme, substantive reports, and support to the intergovernmental processes

1. Acts as Focal point for the planning and organization of the work and sessions of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP), including: assisting in drafting and organizing sessional documents and materials e.g. scenario and information notes, agendas, annotations and reports; drafting substantive and procedural notes for the presiding officers; planning and liaising with the SBSTA, SBI and COP teams regarding joint issues, meetings and sessions being held in conjunction with other bodies including the organization and preparation of meetings to achieve coordination with other subsidiary bodies; contributing to the preparations of the inputs of the Director and Manager to meetings of the Intergovernmental Planning Committee (IPC), to the dissemination of results of IPC meetings to the ISU and to the follow up on actions assigned to the ISU; conducting the necessary in-house consultations; performing the functions of the documents focal point for the ADP and liaising with the CAS Documents Unit on issues related to document forecasts and document preparation; liaising with the CAS Logistics Unit on issues related to the

planning and preparation of the sessions and overseeing the work of the logistical focal point for the ADP and other support staff as required and providing input to the CAS External relations Unit for notifications to Parties regarding the sessions of the ADP; monitoring and evaluating the above-mentioned activities in cooperation with the logistics focal points and other relevant colleagues, assessing the nature of possible obstacles to successful implementation, recommending more appropriate approaches in cooperation with the team and integrating lessons learnt into the next planning circle.

2. Supports the manager in the implementation of the work related to the Durban Platform for Enhanced Action, including: participating in meetings both internal and external to the secretariat; responding to internal and external queries on matters related to the ADP; liaising with the Chairs, officials of national governments and representatives of Observer Organizations on matters relating to the relevant meetings; reporting to the Manager, Durban Platform for Enhanced Action and following up as required; contributing to the drafting and preparation of background papers, sections of reports linked to the mandate of the ADP, the drafting of conclusions for review by the Director and the Manager, Durban Platform for Enhanced Action and archiving of information related to the support to the ADP; coordinating inputs to the website of the ADP and making suggestions on how the presentation of information on the web can be made more effective; and any other matters arising in the context of the coordination and management of the ADP.

Requirements

Education: First level university degree (Bachelor or equivalent) in environment, economics, international/environmental law, international affairs, political science, humanities or a related discipline.

Experience: At least three (3) years of professional experience in climate change issues, environment and/or inter-agency cooperation. International experience would be an asset.

Specific professional knowledge and skills: Good knowledge of intergovernmental processes. Knowledge of the work of the United Nations is an asset. Excellent organizational and planning skills, very good writing skills.

Language requirements: Fluency in spoken and written English is required. Knowledge of other UN working languages is an asset.

Evaluation criteria

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgement in the work environment; the capacity to plan own work and manage conflicting priorities.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

Technological Awareness: Ability 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. Ability to provide effective support in relation to work conducted by colleagues.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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.**