



**VACANCY ANNOUNCEMENT
ADAPTATION PROGRAMME**

Impacts, Vulnerability and Risks (IVR) Sub programme

ANNOUNCEMENT NO:	VA 14/031/A
PUBLICATION/TRANSMISSION DATE:	26 March 2014
DEADLINE FOR APPLICATION:	24 April 2014
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FRA-2926-V124-P3-001
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 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 Adaptation programme of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation, including activities relating to national adaptation plans (NAPs), national adaptation programmes of action (NAPAs), the Nairobi work programme (NWP), the work programme on loss and damage, the implementation of the Cancun Adaptation Framework and Adaptation Committee, research and systematic observation under the Subsidiary Body for Scientific and Technological Advice (SBSTA), and supporting the implementation of adaptation action under the Subsidiary Body for Implementation (SBI). The Adaptation Programme engages Parties and stakeholders including national, regional, multilateral and international organizations, the public and private sectors, civil society and other relevant stakeholders. The programme also addresses the process of reviewing the adequacy of the long-term global goal and the consideration of various matters related to science.

The Impacts, Vulnerability and Risks (IVR) sub-programme consists of two strands of work: implementation of the Nairobi work programme (NWP) and matters relating to loss and damage associated with climate change impacts. Activities related to the implementation of the NWP focus on, among others, engaging stakeholders through partnerships and catalysing action through action pledges on technical, scientific and socio-economic aspects of adaptation.

The Programme Officer reports to the Team lead of the IVR subprogramme and will provide substantive support to the Nairobi work programme (NWP), and will be responsible for supporting the negotiations on the NWP, as well as for coordinating and monitoring the implementation of activities mandated under the NWP. The key Results/Accountabilities are:

- Support to the intergovernmental process
- Foster strategic partnerships
- Develop inter-sessional programmes, activities and knowledge management strategies

Responsibilities

1. Support the intergovernmental process related to assisting all Parties, in particular developing countries, including the Least Developed Countries and Small Island Developing States, to improve their understanding and assessment of impacts, vulnerability and adaptation to climate change and make informed decisions on practical adaptation actions.

Activities include, but are not limited to the following:

- a. Prepare and draft a variety of written outputs, such as background/concept papers, analyses, briefings, policy proposals, and regular and ad hoc reports in support of the multilateral negotiations on adaptation, particularly on the NWP;
 - b. Provide technical and substantive support to negotiations on the NWP and other related adaptation agenda items, through formulating proposals, conclusions, decisions and recommendations, identifying problems and proposing corrective actions.
2. Foster strategic partnerships with relevant organizations in the areas of climate change impacts and vulnerability assessments, and adaptation planning and practices, with a view to catalysing technical expertise and support that address the knowledge needs arising within the context of the work of the Adaptation Committee (AC), National Adaptation Plans (NAPs), and approaches to address loss and damage associated with climate change impacts (L&D) as well as those identified by Parties to the Convention.

Activities include, but are not limited to the following:

- a. Develop partnerships with other UN conventions and bodies, with a view to ensuring coherent and synergistic implementation of work under the relevant external contexts;
 - b. Engage regional centres, networks and other stakeholders, insofar as this relates to the areas of work under the NWP, with a view to enhancing cooperative and coordinated implementation of relevant activities.
3. Develop inter-sessional programmes and activities and knowledge management strategies. Activities include, but are not limited to the following:
- a. Develop a variety of programme activities (workshops, expert meetings and other inter-sessional events and activities), including in response to the mandates under the NWP aimed at supporting the provision of scientific, technical and socioeconomic inputs to activities on climate change impacts and vulnerability assessments, and adaptation planning and practices;
 - b. Coordinate the implementation of activities mandated under the NWP;
 - c. Monitor and analyse information relevant to climate change impacts and vulnerability assessments, and adaptation planning and practices;
 - d. Produce publications and other outreach material related to the above areas of responsibility and solicit reviews and comments on the prepared products, including from relevant external stakeholders, as appropriate.
4. Participate in efforts to secure necessary supplementary resources.
5. Represent the subprogramme in meetings and workshops, as needed, both internal and external to the secretariat.
6. Perform other job related activities required to achieve the goals and objectives of the subprogramme, the Programme or the Secretariat.

Essential Requirements

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

Educational Background: First level university degree in environmental sciences, economics, development studies or a related discipline is required.

Experience: At least five (5) years of progressively responsible professional experience at the international level in the monitoring, analysis, reporting and representation of technical programme/project activities on climate change issues is required. At least one (1) year of the total 5 must include adaptation issues in particular.

Specific Professional Knowledge:

- Knowledge of the UNFCCC intergovernmental support process.
- Knowledge of climate change adaptation issues in developing countries, including least developed countries and small island developing States.

- Good knowledge of the Climate Change Convention and its Kyoto Protocol as well as the Cancun Adaptation Framework.

Job-related skills

- Demonstrated skill in work plan development and delegation of responsibilities in a formal or informal team environment.
- Demonstrated skill in coordinating and/or leading the development of technical reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders is essential.

Strong oral and written communications, including advocacy skills are required in order to effectively interact with a wide range of partners, including stakeholders, other partners, SBs/COP Parties' representatives, etc. on technical issues.

- **Language requirements:** Fluency in English, both oral and written, is required; working knowledge of another official UN language would be an asset.

To apply

Candidates whose qualifications and experience match the requirements for this position should use the online 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\$ 56.198 to 62.922 (without dependents)
US\$ 60.205 to 67.515 (with dependents)
(Plus variable post adjustment, currently 53.1 % of net salary) plus other UN benefits as indicated in the below link:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>