



TEMPORARY JOB OPENING

Associate Programme Officer, P-2 (2 posts) Communications and Engagement Division Empowerment Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
24 March 2024 23:59 hrs CET	24/TJO5/C&E	As soon as possible	Six months	Bonn, Germany

Publication date: 08 March 2024, Post number: 31034339/30523868, Funding: SB-017613 and SB-017613.11

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.

What will you be doing

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Communications and Engagement division, which serves multiple cross-cutting objectives, including communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders so as to facilitate climate action and increase ambition.

Within the Empowerment subdivision, the ACE and Children and Youth Unit consists of a team that supports the implementation of Action for Climate Empowerment (ACE) and children and youth engagement in climate policy and action. The subdivision also includes a team that supports the implementation of gender and climate change work under the Convention and Paris Agreement and gender, diversity and inclusion within the secretariat as a United Nations entity. All teams support the intergovernmental process in relation to their respective work streams.

The incumbent reports to the Programme Officer (P3) in the ACE and Children and Youth Unit, under the overall guidance of the Team Lead (P-4).

Your responsibilities

More specifically, the Associate Programme Officer's responsibilities include:

- 1. Support of the intergovernmental process on issues related to ACE and children and youth:**
 - a. Analyzes, synthesizes and compiles inputs to draft annotated agendas, briefing notes for the Chair of the Subsidiary Body for Implementation and speaking notes for co-chairs of contact groups;
 - b. Ensures support towards work concerning servicing contact group meetings and informal consultations, and provides inputs to draft conclusions and decisions;
 - c. Prepares draft official documents for consideration by Parties in relation to the Glasgow work programme on ACE and its action plan as well as in relation to children and youth;
 - d. Assists in organizing and convening mandated and other activities and events relating to climate change education and public awareness, training, public participation and access to information as well as mandated activities related to children and youth;



- e. Assists in developing approaches and tools to enhance peer support and experience sharing between ACE national focal points;
 - f. Identifies, compiles and assists in the dissemination of good practices, guidelines, publications and awareness materials to support the work of ACE national focal points;
 - g. Maintains and updates relevant Unit webpages.
- 2. Providing support for collaboration with non-Party organizations:**
- a. Engages UN entities, intergovernmental, non-governmental and civil society organizations in the mainstreaming of climate change education and public awareness, training, public participation and access to information, as appropriate, in the context of national climate policies, plans strategies and action, including through collaborative activities to catalyze bilateral and multilateral support for the implementation of the Glasgow work programme on ACE and its action plan;
 - b. Represents the secretariat at relevant conferences, workshops and other events organized by partner organizations.
- 3. Support the enhancement of children and youth engagement in climate policy and action:**
- a. Supports the implementation of decisions related to children and youth, including under the ACE agenda;
 - b. Supports the Presidency Youth Climate Champion in accordance with yearly work plans and priorities, as appropriate;
 - c. Supports the Team Lead in ensuring regular communication and coordination with the UNFCCC children and youth constituency to facilitate their effective engagement across all UNFCCC workstreams;
 - d. Supports coordination with other UN entities working at the nexus of children and youth and climate change and identifies opportunities for children and youth engagement in climate action work of non-Party stakeholders, as appropriate.
- 4. Performs any other job-related activity:** including those required to achieve the goals and objectives of the team, the Empowerment subdivision and/or the overall Communication and Engagement division and secretariat, including participation in meetings, workshops and/or seminars, and making presentations where appropriate.

Competencies:

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines, Keeps abreast of new developments and technologies in the field of expertise, Actively seeks to expand the existing level of job knowledge and expertise.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.



Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) degree in development studies, economics, social sciences, international relations, environmental studies, or in a related discipline. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least two (2) years of relevant professional working experience related to education, public awareness, training and public participation in the context of climate change, the engagement of children and youth in policy and decision-making, relationship management at an institutional level, stakeholder engagement and/or capacity building. Relevant work experience in an international organisation is required.

Language skills:

Required: Fluency in English (both oral and written) is required; Working knowledge of other UN official language is an asset.

Specific professional knowledge and skills and Job-related skills

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- Knowledge of climate change causes, impacts and policy solutions and how the elements of Action for Climate Empowerment can be used to deliver on climate policy and action.
 - Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, nongovernmental and civil society organisations, children and youth organisations and movements, financial institutions, the private sector, and others.
 - Sound knowledge of the UNFCCC intergovernmental process.
 - Sound analytical and strong drafting and editing skills as well as planning and organisational skills.
 - Excellent communications skills, including an ability to communicate with both technical and non-technical staff.

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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
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. Indicative net monthly salary and allowances:
US\$ 4,198 to US\$ 4,779
(plus variable post adjustment, currently 41.1% of net salary),
plus, other UN benefits as indicated in the link below:

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

UNFCCC secretariat 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.