



TEMPORARY APPOINTMENT

ADAPTATION PROGRAMME

National Adaptation Plans and Policy Subprogramme

ANNOUNCEMENT NO:	14/TA17/A
PUBLICATION/TRANSMISSION DATE:	28 May 2014
DEADLINE FOR APPLICATION:	11 June 2014
TITLE AND GRADE:	Programme Officer, P-3
INDICATIVE MONTHLY NET SALARY:	USD 4,684 to USD 5,244 net (without dependents) USD 5,018 to USD 5,627 net (with dependents) plus variable post adjustment, currently 53.9 of net salary), plus other UN benefits
DURATION OF APPOINTMENT:	Eleven months with starting date as soon as possible
DUTY STATION:	Bonn, Germany

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. This process includes activities relating to national adaptation plans (NAPs), national adaptation programmes of action (NAPAs), the Nairobi work programme, the Warsaw international mechanism for loss and damage, the Adaptation Committee and research and systematic observation. 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.

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Responsibilities

Under the supervision of the Subprogramme Manager, the incumbent will support the work of the National Adaptation Plans and Policy (NAPP) Subprogramme in the area of technical support on NAPs.

The incumbent will carry out the tasks outlined below:

1. Produces technical deliverables to assist developing countries in implementing NAPs. Activities include:
 - a. Designing and managing a training package on NAPs for use in regional training workshops on NAPs by the LEG;
 - b. Developing other products and/or activities that provide technical support to NAP teams in the formulation of NAPs;
 - c. Undertaking technical analyses of the latest adaptation planning methods undertaken in all countries and providing advice.

2. Provides technical support to LEG training workshops on NAPs. Activities include:
 - a. Facilitating the delivery of training of national teams on the formulation of NAPs at regional workshops organized by the LEG and partners, including relevant global support programmes;
 - b. Supporting LEG members in their role in conducting of training workshops, including through coordinating resource persons;
 - c. Supporting the provision of any self-paced learning and/or e-Learning activities on the NAP process;
 - d. Providing technical contributions to draft reports and assessment reports on LEG training activities.
3. Establishes and maintains collaboration with relevant programmes and organizations on work on NAPs. Activities include but are not limited to:
 - a. Participating in work groups, meetings and conferences;
 - b. Providing input and feedback to organizations that are producing technical material supplementary to the LEG NAP technical guidelines;
 - c. Providing feedback to organizations, on request, relating to their reports on progress made in the provision of technical support to LDC NAP processes;
 - d. Consulting and liaising with the UNDP/UNEP Global Support Programmes on NAPs.
4. Performs any other job related activity required to achieve the goals and objectives of the subProgramme, the Programme or the Secretariat.

Outputs:

- Technical papers on topics related to NAPs, as decided by the LEG and the AC
- Training packages on NAPs for use in training workshops as well as online versions, as needed
- Feedback and other inputs to supplements on the NAP process, to be published by partner organizations
- Working documents for supporting LEG and AC meetings on the topic NAPs

Essential Requirements

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

Educational background: First level university degree in environmental studies, economics or related discipline.

Experience: At least five (5) years of proven working experience in technical aspects of the formulation and implementation of adaptation plans and/or technical aspects of vulnerability and climate risk assessment. Experience in the development of training materials on adaptation is an asset. Experience in working in a developing country setting or in supporting LDCs is an asset.

Job-related skills: Excellent oral and written communication skills, especially in communicating with technical experts.

Language Requirements: Fluency in English (both oral and written).

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.**