



ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

Associate Programme Officer, P-2
Adaptation Programme
Impacts, Vulnerability and Risks subprogramme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 October 2017	17/TA22/A	As soon as possible	Six months	Bonn, Germany

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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 by 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.

The Adaptation programme of the UNFCCC secretariat supports the intergovernmental process. This process includes activities relating to national adaptation plans (NAPs), national adaptation programmes of action (NAPAs), the Nairobi work programme (NWP), the Warsaw International Mechanism for loss and damage (Loss and Damage), the Adaptation Committee (AC), research and systematic observation under the Subsidiary Body for Scientific and Technological Advice (SBSTA), and support for the implementation of adaptation action under the Subsidiary Body for Implementation (SBI) and the Ad Hoc Working Group on the Paris Agreement (APA). The Adaptation programme also engages Parties and stakeholders including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders. The programme addresses the process of reviewing the adequacy of the long-term global goal under the Convention and the global stocktake under the Paris Agreement and the consideration of various matters related to climate science.

Where will you be working

The Associate Programme Officer post is located in the Impacts, Vulnerability and Risks (IVR) subprogramme of the Adaptation programme, specifically in its workstream on Loss and Damage Loss and Damage which focuses on, among others, supporting the intergovernmental process on Loss and Damage and the work of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (Excom) through, among others, research and analysis, engagement of relevant entities and experts as well as the coordination of their contributions to the work of the Excom.

What will you be doing

Under the direct supervision of the lead officer for the Loss and Damage workstream and the overall guidance of the Manager of the IVR subprogramme, you will provide substantive and technical support to the work and implementation of activities under the Loss and Damage workstream, as outlined below.



You will have the following responsibilities:

1. Supporting the intergovernmental process on loss and damage, you will:
 - Prepare substantive technical analyses and documentation to support the negotiations, as appropriate;
 - Compile briefing notes, talking points and background information as well as respond to requests by the body focal points for reports and assessments;
 - Provide inputs to draft conclusions/decisions, and take notes and synthesize discussion points during meetings and consultations;
 - Undertake relevant research and analyze key findings on sources of financial support for addressing loss and damage, and provide substantive support in the preparation of the technical paper on this topic;
 - Provide substantive inputs to the preparation of other mandated documents (e.g. technical and synthesis papers).

2. Supporting the work of the Excom and its substructures, you will:
 - Provide substantive intersessional support to the Excom and its substructures in implementing their workplans through, among others, research and analysis for thematic knowledge products and other information materials, coordination of inputs, organization of technical meetings and/or side events, and others, as needed;
 - Provide substantive inputs and/or draft any other thematic knowledge products mandated by the Excom (e.g. information papers, technical papers) through, among others, collecting, summarizing and synthesizing relevant information, literature reviews;
 - Compile and synthesize any relevant information communicated by Parties and relevant organizations in the context of the work of the Excom;
 - Prepare outreach materials and presentations, support the ongoing development and dissemination of relevant knowledge products resulting from the work of the Excom, both internally in the secretariat and externally to relevant stakeholders;
 - Liaise with non-Party actors and stakeholders, manage public email accounts, coordinate, compile and analyze submitted inputs, assist in the identification and engagement of relevant organizations and experts, with a view to catalyzing actions and to mobilizing expertise and resources to support the work of the Excom;
 - Maintain and improve existing databases and web portals, including relevant sections of the UNFCCC website, and support the development of new ones as mandated.

3. Assisting in the preparation and successful delivery of mandated meetings and intersessional events of the Excom and its substructures, you will:
 - Prepare briefing notes, talking points, background information and documents prior to the meetings and events (e.g. background and reference documents, information materials, presentations);
 - Provide reliable in-meeting support through, among others, taking detailed notes of discussions, synthesizing key points emerging from the discussions, drafting in-meeting documents;
 - Prepare draft report or summary of the meetings, and carry out any related follow up activities.

4. You will perform any other job related activities required to achieve the goals and objectives of the team, the subprogramme, the programme or the secretariat



What are we looking for

Educational background

Required: First level university degree in environmental studies, natural sciences, development studies, international relations, finance, risk management, economics, or a related discipline.

Experience

Required: At least three (3) years of relevant professional experience on climate change, sustainable development, development assistance, financial risk management or social issues.

Asset: Experience in compiling, analyzing, synthesizing thematic information, and improving content of information systems such as databases or web portals. Familiarity with work under the UNFCCC including that related to support the multilateral negotiation process and the work of constituted bodies.

Language skills

Required: Fluency in English (both oral and written).

Asset: Working knowledge of other official UN languages.

Job related skills

Required: Demonstrated analytical and drafting skills; good planning and organizational skills and knowledge management; ability to work independently as well as within a team, with strong drafting skills on policy and technical papers, as well as with effective communications skills to facilitate collaboration with relevant stakeholders and engage potential partners.

Asset: Basic skills in designing communication materials.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, 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. Indicative net monthly salary and allowances:
US\$ 3,836.00 to 4,366.00
(plus variable post adjustment, currently 33.9% of net salary),
plus other UN benefits as indicated in the link below:

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