



## VACANCY ANNOUNCEMENT

**Programme Officer, P-3**  
Communications and Engagement Division  
Engagement Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 September 2022 23:59 hrs CET	VA 22/056/C&E	As soon as possible	one year and six months with possibility of extension	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 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.

### **Where will you be working**

The Programme Officer post is in the Communications and Engagement division, which is responsible for UNFCCC public communications, and for catalyzing climate action among climate actors in governments, civil society and subnational organizations, through outreach, engagement and tracking of climate action. You will lead engagement with business under the Marrakech Partnership including through the UNFCCC Fashion Industry for Climate Action Charter and report to the Lead of the Climate Action and Recognition Unit.

### **Your responsibilities**

- 1. Ensure the smooth operation of business participation in the Marrakech Partnership governance structure and the effective integration of Fashion Charter governance structure into the Marrakech Partnership, i.e. the work of the Fashion Charter Steering Committee and its working groups:**
  - Acts as the primary operational contact point for business and business associations participating across the Marrakech Partnership governance structure;
  - Provides strategic and substantive input to discussions, decision-making, planning and reviewing of strategies and key documents;
  - Acts as liaison, between the Steering Committee, the scientific advisory board, and working groups;
  - Prepares annual work plans and other proposals.
- 2. Identify and coordinate collaboration with between relevant initiatives:**
  - Identifies and engages with other relevant initiatives and organizations in order to amplify, catalyse, or otherwise strengthen the implementation of the Marrakech Partnership.
  - Facilitates radical collaboration between business initiatives, other non-Party climate initiatives and actions by Parties in the context of their nationally determined contributions.
  - Represents and presents UNFCCC's work in relation to business engagement, including the



Fashion Charter at relevant discussions, occasions and events.

**3. Engage in partnership building:**

- Identifies opportunities for strategic collaboration, e.g. with organizations, companies and sectors;
- Carries out fundraising activities, in collaboration with the relevant teams in the UNFCCC secretariat, to ensure predictable financing for the current and upcoming budgetary cycles;

**4. Provide other support as needed:**

- Assists with other relevant activities of the division as needed, in particular related to other sectoral initiatives and partnerships.

**Competencies**

**Applying Professional Expertise:** Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

**Communicating with impact:** Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

**Being Responsive to Clients and Partners:** Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

**Managerial Competencies:**

**Thinking Strategically and Building the Vision:** Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.



## **Your qualifications**

### **Educational Background**

**Required:** An advanced degree in business administration, environmental management, natural or social sciences, engineering, international relations and/or related fields is required. 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:** A minimum of five years of progressively responsible experience in relevant areas, such as project management and coordination, strategic planning and management, dealing with private sector stakeholders and civil society organizations.

### **Language skills**

**Required:** Fluency in English (both oral and written) is required; knowledge of another UN official language is an advantage.

### **Specific professional knowledge and skills and Job-related skills:**

**Required:** Experience from outreach and direct cooperation with private sector stakeholders is an advantage, in particular related to management of UN supported business-to-business partnerships.

## **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. 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.
3. Indicative net annual salary and allowances:  
US\$ 62,692 to US\$ 70,303  
(plus variable post adjustment, currently 23.6% of net salary),  
plus other UN benefits as indicated in the link below:

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

UNFCCC 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.