



VACANCY ANNOUNCEMENT
EXECUTIVE DIRECTION AND MANAGEMENT PROGRAMME
COP/CMP Secretariat

VACANCY ANNOUNCEMENT NO:	VA 12/083/EDM
PUBLICATION/TRANSMISSION DATE:	25 October 2012
DEADLINE FOR APPLICATION	23 November 2012
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FRA-2911-V224-P3-002
INDICATIVE NET ANNUAL SALARY:	US\$ 56,091 to 62,803 (without dependents) US\$ 60,091 to 67,387 (with dependents) (plus variable post adjustment, currently 45.2% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One year, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	1 March 2013

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 through a range of activities, including substantive and organizational support to meetings of the Parties.

The Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Responsibilities

The Programme Officer's post is located in the Executive Direction and Management programme and more specifically in the COP/CMP Secretariat.

Under the direct supervision of the Secretary of the COP/CMP the incumbent participates in planning and managing the issues related to the negotiation process and other activities related to the intergovernmental process, in particular the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and other sessional and inter-sessional meetings. The incumbent performs all preparations needed for the inter-governmental meetings in which s/he actively participates and prepares documentation for the programme.

1. Support to the sessions of the Conference of the Parties:

Participates in planning the COP/CMP and other intergovernmental meetings and coordinating the preparation and submission of documentation for, and resulting from such meetings; identifies problems and issues to be addressed and proposes corrective actions; prepares various written outputs such as official documents, briefings, background papers as well as procedural and substantive notes, agendas and minutes and reports for internal coordination meetings, speaking notes and presentations; Coordinates with the Implementation Strategy Unit (ISU) and other intergovernmental body teams to prepare sessions.

2. Provides support to Ministerial-level and other initiatives by the COP/CMP President as well as the management of the COP/CMP Bureau:

Researches, analyses and presents information gathered and recommends required actions on policy

issues related to the intergovernmental process; prepares a variety of reports technical papers, engagement plans, briefing materials and speaking notes; collaborates with ISU and other intergovernmental body teams.

3. Representation:

The programme officer represents the Secretary of the COP/CMP at meetings; liaises with the President and his national team and members of the Bureau of the COP/CMP, officials of national governments and representatives of intergovernmental organizations on matters related to relevant meetings; responds to internal and external queries related to the programme.

4. Oversees the development of electronic systems for records management and workflows for the COP and CMP and the Bureau, as well as the implementation of such systems in collaboration with other programmes.

5. Performs other related duties as assigned.

Requirements

Education: First level university degree (Bachelor or equivalent) in environment, economics, international affairs, social science or law.

Experience: At least three (5) years of professional experience in the area of environment/climate change, including two (2) years in an international work environment.

Specific professional knowledge and skills: Experience with an intergovernmental processes and the work of the United Nations is an asset.

Language requirements: Fluency in spoken and written English is required. Knowledge of other UN working languages is an asset.

Evaluation criteria

Professionalism: The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Ability to provide thorough, well reasoned contributions to documents and papers.

Technological Awareness: The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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.**