



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

Associate Programme Officer, P-2 Adaptation Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
25/5/2020 23:59 hrs CET	20/TJO12/A	As soon as possible	Six months	Bonn, Germany

Publication date: 11 May 2020, Post number: 31034295, Funding: 40FCA/16803

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 historic 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.

The Adaptation Division of the UNFCCC secretariat supports the intergovernmental process relating to adaptation. This process includes activities relating to national adaptation plans, national adaptation programmes of action, the Nairobi work programme, the Warsaw International Mechanism for Loss and Damage and its Executive Committee, the Adaptation Committee, the Local Communities and Indigenous Peoples Platform (LCIPP), and research and systematic observation, adaptation communications and the adaptation registry. The Adaptation Division 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, the global stocktake and the consideration of various matters related to climate science.

Where will you be working

The Associate Programme Officer post is located in the Review Subdivision of the Adaptation Division, providing support in relation to following areas:

- The work of the Adaptation Committee
- Adaptation reporting and engagement
- Communication and outreach activities and digital portfolio support for the Adaptation division
- Intergovernmental processes

What will you be doing

Under the direct supervision of the Manager of the Review subdivision, you will provide substantive and technical support to the work and implementation of activities under the Review subdivision.

Your responsibilities

1. Supporting the Work of the Adaptation Committee, you will:
 - Compile, analyze and/or draft information, including on different national, regional and local adaptation approaches and support thereto, and on the engagement of the private sector in adaptation



- Support the communication workstream of the Adaptation Committee work plan
 - Prepare policy briefs and other outreach materials
 - Assist in the organization and servicing of expert meetings, workshops and Adaptation forums
 - Participate in international, regional and national meetings and workshops, as appropriate
2. Supporting adaptation reporting and engagement, you will:
- Prepare concepts and implement submissions space for Adaptation Communications
 - Act as a focal point with the IT department on design of the registry for adaptation communications and corresponding webpages
 - Support progress on implementing the registry for adaptation communications
3. Supporting the communication and outreach activities and digital portfolio support, you will:
- Prepare communication material and/or informational products for dissemination via the website and/or other publications
 - Maintain relevant databases and webpages
 - Maintain the division's social media presence and continuously work on ways to enhance its outreach
 - Act as the Adaptation Division's content Focal Point, analyzing external and internal material, writing and organizing content from division experts and further developing the ability of the division to meet the needs of major external stakeholders, to implement the Paris Agreement
 - Analyze the impacts of the material and contribute to publications and other information material on activities, deliverables and outcomes of relevant activities, in particular as they relate to adaptation-wide and cross-cutting issues
 - Draft written inputs and maintain the Adaptation division's communications channels, in particular the social media channel "The Adaptation Exchange" on Facebook
 - Coordinate inputs of the Adaptation division and liaise with the Communication and Engagement (C&E) division in order to ensure the consistency of relevant adaptation activities with the broader policy of the organization
 - Provide substantive support on matters related to frontier technologies for climate resilience
 - Contribute to the secretariat-wide innovation group
4. Supporting the intergovernmental process, you will:
- Follow negotiations on the registry and Adaptation Committee, take notes and prepare summary reports and similar material, as appropriate
 - Prepare first drafts of substantive technical analyses and documentation to support the



negotiations

- Compile briefing notes, talking points and background information as well as respond to requests for reports and assessments
- Assist in drafting conclusions/decisions

5. You will perform any other job-related activity required to achieve the goals and objectives of the team, the subdivision, the division or the secretariat.

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.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Your qualifications

Educational Background

Required: First level university degree (B.A. or equivalent) in media management, social sciences, environmental studies, natural sciences, development studies, or a related discipline.

Experience

Required: At least three (3) years of relevant professional experience on climate change and sustainable development, with a focus on outreach and communication-related work.

Asset: Experience in compiling analysing and updating information and/or content of webpages, information systems or databases. Experience in an international organization.

Language skills

Required: Fluency in English is required in both written and oral communications.

Asset: Working knowledge of other official UN languages.



Job related skills

Required: Knowledge and experience in outreach on adaptation, organizing and implementing media presence, substantive support to the high-level events and representation.

Asset: Knowledge of the UNFCCC intergovernmental process, knowledge of information exchange and interaction with various stakeholders, including governments, international organizations, research institutions, private sector and NGOs is also an asset.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

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 monthly salary and allowances:
US\$ 3,991 to 4,543
(plus variable post adjustment, currently 27.5% 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 all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply to become part of the organization.