



VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTION AND MANAGEMENT (EDM) Programme Implementation Strategy Unit

VACANCY ANNOUNCEMENT NO:	VA 14/045/EDM
PUBLICATION/TRANSMISSION DATE:	18 June 2014
DEADLINE FOR APPLICATION	17 July 2014
TITLE AND GRADE:	Associate Programme Officer, P-2
POST NUMBER:	FRA-2911-V224-P2-004
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

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 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 Associate Programme Officer post is located in the Implementation Strategy Unit of the Executive Direction and Management programme which coordinates the development of a strategic approach guiding and focusing the secretariat support to institutions, processes and delivery mechanisms under the Convention and leads and coordinates support to the Durban Platform for Enhanced Action and its Ad-hoc Working Group (the ADP). Working under the direct supervision of the Senior Adviser, Durban Platform Strategy, the Associate Programme Officer is responsible for maintaining accurate information on, and undertaking analysis of, the options and views expressed by Parties in the ADP process; developing products that support or result from textual negotiations; monitoring and providing advice on the status of domestic preparations by Parties of nationally determined contributions for the 2015 agreement; supporting the Senior Adviser in the development and execution of strategies to support the Durban Platform and the Paris process.

1. Provision of sound advice on, and undertaking analysis of, the positions of Parties in relation to the development and implementation of the 2015 agreement and in enhancing ambition:
 - a. Delivers systematic capturing and analysis of the positions and views expressed by Parties;
 - b. Prepares analysis of these positions and advice on areas of convergence and divergence, and opportunities to advance the negotiations;
 - c. Assesses the underlying concerns and drivers that need to be addressed in order to achieve successful negotiated outcomes;
 - d. Accurately documents the intergovernmental negotiations and derives lessons learnt and opportunities for continuous improvement which may be applicable to future intergovernmental negotiations.

2. Development of products that support or result from negotiations as a part of the ADP process:
 - a. Prepares conceptual and textual products that can inform and help advance the negotiations;
 - b. Assesses complex and difficult issues under negotiation and identifies innovative options and strategies for facilitating agreement among Parties;
 - c. Coordinates the regular updating by programmes of an overview of the implementation arrangements under the Convention;
 - d. Contributes to the development of frameworks and approaches that can enhance the impact of the international climate change regime, including in regard to international cooperation and broadening of the mobilization of actors addressing climate change.

3. Provision of information and advice on the contributions of Parties and other actors in relation to the implementation of the 2015 agreement:
 - a. Assists in the efforts of the secretariat to facilitate the coordination of support to Parties in preparing contributions to the 2015 agreement;
 - b. Ensures that the secretariat maintains accurate information on the contributions of Parties and other actors;
 - c. Contributes to the development and implementation of processes for nationally determined contributions as agreed by Parties.

4. Development and execution of strategies to support the Durban Platform and the Paris process:
 - a. Supports the Director for Implementation Strategy, the Senior Adviser, and the Secretary to the ADP in developing and execution of strategies for the Durban Platform, the Paris process and the implementation of the 2015 agreement;
 - b. Assists the Secretary to the Implementation Coordination Committee in executing its work programme and in servicing its meetings;
 - c. Contributes to the development and implementation of short- and long-term strategies for the work of the Durban Platform and its translation into the design of the negotiating sessions in support of the ADP Co-Chairs and the ADP Secretary.

Essential Requirements

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

Education: First level university degree (Bachelor or equivalent) in international affairs, politics, environmental science, sustainable development, humanities or a related discipline.

Experience At least three (3) years of professional experience in international climate change issues, including experience in the intergovernmental negotiating process.

Professional knowledge:

- Good knowledge of the Durban Platform negotiations and of contemporary developments and considerations for national climate change policies.
- Knowledge of climate change initiatives of the United Nations System is an asset.

Job-related skills:

- Excellent conceptual skills.
- Very good organizational and planning skills.
- Very good writing skills, including in relation to drafting textual outcomes of negotiations.

Language skills:

- Fluency in spoken and written English is required.
- Knowledge of other UN languages is an asset.

Selection Process

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Delivering results; working with teams; learning continuously and knowledge sharing; managing self.

To apply

Candidates, whose qualifications and experience match the requirements for this position, 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. Salary and allowances: US\$ 46,819 to US\$ 52,745 (without dependents)
US\$ 49,916 to US\$ 56,454 (with dependents)
(plus variable post adjustment, currently 54.6% of net salary)
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>