



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2
Communications and Engagement Division
Engagement Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 January 2023 23:59 hrs CET	VA 22/086/C&E	As soon as possible	One year 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

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Climate Action Engagement unit of the Engagement subdivision.

You will report to the Investor Engagement Lead (P-3), Climate Action Engagement unit team, which facilitates, recognizes and makes the work of non-Party stakeholders visible, connecting it to the formal process through mechanisms such as the high-level champions on climate action, the Marrakech Partnership.

The unit also facilitates observer engagement in the negotiation process through policies and procedures for both observer submissions and observer participation.

Your responsibilities

More specifically, the Associate Programme Officer's responsibilities include:

- 1. Facilitates and enables effective stakeholder participation in the Marrakech Partnership for Global Climate Action and other UNFCCC stakeholder engagement initiatives:**
 - a. Prepares substantive inputs, coordinates stakeholders and organizes meetings/events for the establishment / management of various bodies and forums pertaining to the Marrakech Partnership and other climate action recognition activities;
 - b. Drafts various written outputs, e.g. reports, analyses and presentations on key results and conclusions, as well as reviewing the work of others;
 - c. Supports the coordination and preparation of technical documents for the operationalization of related bodies, coalitions and/or established networks related to engagement with non-Party stakeholders, including recognition activities;
 - d. Coordinates with relevant divisions of the secretariat in support of climate action activities in the various organizational work streams, ensuring close collaboration and support.
- 2. Global Climate Action events planning and management, including the Marrakech Partnership, COP Presidency and regional climate week events:**



- a. Supports the planning and coordination of related events and activities;
- b. Provides support in undertaking engagement activities with Parties and non-Parties stakeholders, including the identification of and liaison with counterparts and key actors;
- c. Coordinates with relevant secretariat teams to ensure coverage of topics related to engagement and recognition in Regional Climate Weeks
- d. Ensures the collection, synthesis and preparation of substantive inputs required for events, including consultations within the secretariat and external stakeholders.

3. Supports partnership building:

- a. Identifies opportunities for strategic collaboration, e.g. with organizations, companies and sectors;
- b. Provides support in liaison with relevant stakeholders, identifying problems and issues to be addressed and proposes corrective action; reviews relevant documents and reports; identifies and tracks follow-up actions;
- c. Assists in communicating with governmental and non-governmental officials, providing authoritative guidance and technical support as well as fostering cooperation;
- d. Contributes towards the development of institutional relationships, connecting stakeholders and promoting collaborations relevant to the secretariat's work on climate action and those relevant to that of the Marrakech Partnership and High-Level Champions.

- 4. Performs any other job-related activity:** including those required to achieve the goals and objectives of the team, the Engagement subdivision and/or the overall Communication and Engagement division and secretariat, including participation in meetings, workshops and/or seminars, and making presentations where appropriate.

Competencies

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.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

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.

Managing self: Controls emotions and regulates own interpersonal style and approach to relate well to others, even in difficult work environments; Empathizes, understands others' perspectives and handles people and situations with diplomacy and tact.; Resolves conflicts constructively and takes action to prevent them; Stays productive and focused when dealing with crises and emergencies; Is



resilient and flexible and operates effectively when faced with new ideas or evolving situation; Is receptive to feedback and open to adjust own behavior.

Your qualifications

Educational Background

Required: Advanced University degree (Masters) in development studies, economics, business administration, international relations, environmental studies, or in a related discipline.

A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: At least two (2) years relevant professional working experience on climate change /environment, development cooperation, relationship management at an institutional level, stakeholder engagement and/or capacity building. Two years of relevant work experience in an international setting is an asset.

Language skills

Required: Fluency in English (both oral and written) is required. Working knowledge of other UN official language is an asset.

Specific professional knowledge or skills

- Knowledge and demonstrable experience with conducting environmental or development cooperation work;
- Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others;
- Knowledge and experience of climate change are essential.
- Knowledge of investor led initiatives on climate change and climate action is strongly desirable
- Familiarity with the UNFCCC intergovernmental process is desirable.
- Sound analytical and strong drafting and editing skills, good planning and organizational skills, clarity of written and oral communications.
- Excellent communications and negotiating skills, ability to communicate with both technical and non-technical staff;
- Proven ability to prioritize and deliver tasks on time and to produce quality results while meeting established goals;
- Excellent knowledge of substantive subjects in the context of climate change;
- Ability to coordinate multi-stakeholder in various regions.

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\$ 49,254 to US\$ 56,064
(plus variable post adjustment, currently 22.9% 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.

The UNFCCC secretariat has been made aware of various correspondence, being circulated via e-mail, from Internet web sites and via regular mail or facsimile, falsely stating that this correspondence is issued by, or in association with the UNFCCC secretariat and/or its officials. These scams, which may seek to obtain money and/or in many cases personal details from the recipients of such correspondence, are fraudulent.

Please see link below for more information:

<https://unfccc.int/this-site/fraud-alert>