



ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

Associate Liaison Officer, P2
Conference Affairs Services (CAS) Programme
Observer Organizations Liaison Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
12 July 2018 23:59 hrs CET	18/TA16/CAS	As soon as possible	For eleven months	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 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 Conference Affairs Services programme (CAS) plans and manages all UNFCCC conferences and meetings, ranging from its Conferences of the Parties, the largest annual events in the UN calendar with over 20,000 participants, to smaller meetings, workshops and events. CAS provides the full range of conference-related facilities and services including for conferences and sessions held at the secretariat headquarters in Bonn and abroad. The programme serves two major sessions per year, including the Conference of the Parties (COP) and multiple workshops.

CAS ensures that Parties receive high quality, timely official documentation for their negotiations and implementation activities in the six official languages of the United Nations for informed deliberations and decisions. The programme manages the participation of observers in the UNFCCC process and liaises with constituency and group representatives. It facilitates participation in the intergovernmental process, especially by Parties eligible for funding and observer organizations, and ensures highly conducive and secure meeting environments.

What will you be doing

Under the supervision of the Observer Organizations Liaison Officer, CAS, you will manage projects relating to admission, various modes of observer engagement, support communications projects and conduct research and draft strategies for observer engagement.

You will have the following responsibilities:

- 1. Coordinating in-session activities such as side events, exhibits and media stunts, you will:**
 - Plan and manage side events and exhibits using the online system (SEORS) and make recommendations of allocations based on relevant inputs including communication with all categories of the applicants;
 - Liaise with various Programmes within the secretariat as well as the session related committees who may organize in-session activities to ensure the coherence of messaging;
 - Plan and manage media stunts at sessions liaising with UN Department of Safety and Security and requesting observers;



- Produce outreach materials to facilitate access to information (such as side events and exhibits manuals, the official webpages, inputs to the Daily Programme) necessary to complement the arrangements of the Host Country and disseminate the secretariat policies and useful information to participants;
- Communicate, including official correspondences, with observer organizations and Parties and other secretariat programmes and respond to their inquiries/requests related to their applications;
- Ensure logistical arrangements for side events, exhibits and media stunts be in place including supervision of reassigned secretariat staff and local staff;
- Prepare post-session documents and analysis including policy advice; and
- Identify potential areas of cooperation with observer organizations and seek and build partnerships that respond to the organization needs, including facilitation of memoranda of understanding.

2. Reviewing and researching stakeholder engagement, you will:

- Carry out research on other models of stakeholder engagement within the UN system;
- Review, analyze and interpret data collected and prepare preliminary conclusions on the role of additional activities; and
- Monitor civil society developments relevant for Climate Change process.

3. Promoting virtual participation of stakeholders, you will:

- Research and identify options for virtual participation and draft a proposal of project implementation;
- Coordinate and liaise with relevant Programmes on the implementation of virtual participation;
- Promote virtual participation of stakeholders by preparing information package to Parties and observers; and
- Ensure logistical set up on site during sessions for virtual participation of stakeholders.

4. Enhancing web communication on the modes of observer engagement, you will:

- Monitor, analyze and review the current use of web-portal and identify problems and issues to be addressed and recommend improvements; and
- Implement relevant proposals in coordination with relevant programmes.

5. Support Climate Action and communications outputs, you will:

- Contribute to the planning and implementation of the Climate Action Studio
- Identify improvements to format, production techniques and methods of dissemination
- Identify and recommend options for additional content
- Identify approaches to enhance brand, identity, messaging
- Assist with departmental communications projects as required
- Contribute to the drafting of departmental communications, messaging, policy or strategy materials as required

6. You will perform other related duties as required.



What are we looking for

Educational background

Required: First level university degree (Bachelor or equivalent) in business or public administration, communications, international relations, law, social sciences or related field.

Experience

Required: At least three years at the professional level in public information, communications, international relations and event management in an international context.

Language skills

Required: Fluency in written and spoken English.

Asset: Working knowledge of other UN languages.

Specific professional knowledge

Required:

- Knowledge of organizing and managing events in an international context.
- Knowledge of producing live and recorded audio and video multimedia products for broadcast.
- Knowledge of producing communication products and campaigns.
- Knowledge of project management methodology.
- Knowledge of climate change and sustainable energy projects an asset.

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. 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. Indicative net monthly salary and allowances:
US\$ 3,872.00 to 4,408.00
(plus variable post adjustment, currently 35.5% of net salary),
plus other UN benefits as indicated in the link below:

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