



## Announcement for Fellowship

Intergovernmental Support and Collective Progress Division  
External Relations Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
01 October 2023	23/FP02/ISCP	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 18 September 2023

**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.

Thanks to funding from the Government of Italy, the UNFCCC secretariat is launching a new round of the Capacity Award Programme to Advance Capabilities and Institutional Training in one Year (CAPACITY) Fellowship Programme with the aim of developing the capacity of negotiators and therefore increasing the level of implementation of the Paris Agreement. The CAPACITY Fellowship Programme contributes to building capacity for addressing climate change in Small Islands Developing States (SIDS) and Least Developed Countries (LDCs), through the development of local professional expertise by:

- Supporting innovative analytical work on climate change in the context of sustainable development;
- Promoting a network of experts who can bring creative and innovative options to bear on questions of climate change;
- Encouraging the leadership potential of young and promising professionals in their fields.

The Programme's target group consists of mid-career professionals who are already in government employment and who are nationals of and working in a SIDS or LDC Party. While Fellowships are awarded to individuals, the need for development/training, as described below, must occur within the context of the organization for which an applicant works. The training must help the organization to develop its capacity.

### **Where will you be working**

This position is located in the Intergovernmental and Collective Progress (ISCP) division that enables the governing and subsidiary bodies of the Convention, the Kyoto Protocol and the Paris Agreement to function and thus facilitate progress in the climate process. The division ensures the coherence, consistency, and timeliness of the work of the bodies and enables and supports overarching processes, such as the periodic review of the adequacy of the long-term global goal under the Convention and the Global Stocktake under the Paris Agreement.

The Fellow will work in the External Relations unit. The External Relations unit deals with all protocol-related matters, maintaining channels of communication and relationships with Parties and observer States, to facilitate their participation in meetings of the Convention process.



### **What you will be doing**

Under the direct supervision of the Head of the External Relations unit and the overall supervision of the Director of ISCP, the Fellow will provide general support to the unit as follows:

#### **1. Support all external relations and protocol-related matters of the organization:**

- a) Draft general communications, notifications, messages to Parties and observers etc. pertaining to the secretariat and meetings.
- b) Assist in planning, organizing, and executing high-level meetings, and diplomatic events in accordance with international protocol.
- c) Support the development of engagement strategy for Parties, Diplomatic Representatives, and the German government.
- d) Assist in ushering in VIPs and supporting the work of protocol-related events pertaining to visits by high-level government officials, including ministers.
- e) Create a detailed timeline for the events, including key milestones, to ensure the timeliness of Protocol activities.
- f) Liaise with various departments such as logistics, security, and communications, to allocate necessary resources.

#### **2. Ensure UNFCCC's protocol framework is updated and aligned with the UN systems:**

- a) Monitor and analyse United Nations protocol trends, by reviewing relevant documentation and reports.
- b) Prepare and disseminate briefings, reports, and correspondence relating to protocol matters.
- c) Stay abreast and take a proactive role in reviewing changes in the UN system as a whole, in particular UN security, including new UN protocol developments.
- d) .
- e) Liaise with governments, diplomatic missions, and international organizations.
- f) Reviewing procedures for Leaders Summits during sessions of the COP.

#### **3. Develop and maintain effective relations with Parties, observer States and UN offices:**

- a) Support analysis of the current process, identify synergies and problems; and prepare proposals on strengthening cooperation.
- b) Assist in maintaining an informal network of contacts with other UN External Relations/Public Information professionals to share and develop ideas and/or experiences.
- c) Prepare briefings for senior leadership and participants, providing information about attendees, the agenda, and the specific protocol measures to be followed.
- d) Review and work on existing Standard Operating Procedures (SOPs) and identify other areas requiring new/updated SOPs.
- e) .
- f) Maintain channels of communication and relationships with Parties and observer States.

#### **4. Perform other related duties as required.**

Assist with other relevant activities of the division as needed.



## **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.

**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.

**Delivering results:** Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

## **What we are offering for Fellow**

The fellowship will offer an opportunity to deepen knowledge of the international climate change process and how the UNFCCC secretariat supports this process. In particular, the Fellow will gain an understanding of the pre-session and in-session protocol arrangements and coordination in liaising with Parties and senior-level stakeholders.

## **What are we looking for**

### **Educational background**

Required: Advanced university degree (Master's degree or equivalent) in communications, International Relations, Political Science, or a related field or 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: Four (4) years of relevant professional working experience in diplomatic, governmental, and intergovernmental settings, including strong knowledge of diplomatic protocols, international etiquette, and the UN system. Experience in climate change and sustainable development would be a strong asset.

### **Language skills**

Required: Proficiency in written and spoken English.

Desired: Knowledge of another UN official language.



## **Other**

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1. The Fellowship Programme is open to individuals
  - a. Currently employed in a governmental organization (national, regional, provincial or local) including educational institutions, research institutes and ministries.
  - b. Be a national of an eligible LDC and SIDS country as listed in the following links (<https://www.un.org/development/desa/dpad/least-developed-country-category/lpcs-at-a-glance.html> and <https://sustainabledevelopment.un.org/topics/sids/list> (UN members only).
  - c. Maximum of 40 years of age at the closing date of Fellowship Opportunity notice.
2. The secretariat will consider candidates only from SIDS or LDC Parties with a view to ensuring gender balance in the selection of candidates.

### **What is the selection process**

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of an interview to assess the skills and aptitudes required to successfully perform the functions of the post.

At a certain point and as part of the selection process, each candidate will be requested to provide the information below. **Please do not provide this information at the moment of application:**

- a. Permission from their employer for leave of absence for the term of the Fellowship and provide written certification that s/he will return to the Party's governmental institution for at least six months after her/his Fellowship.
- b. A written letter of intention by their employer that the new knowledge acquired during the fellowship will be integrated in the climate change activities of the government.
- c. Written certification from their employer that the subject of the applied position is relevant to the needs of the organization.

### **How to apply:**

Candidates from SIDS and LDCs, 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. This Programme is not intended for students and does not provide financial support for an advanced degree, such as fieldwork for a PhD degree.
2. We will confirm receipt of your application. However, only candidates who have been confirmed for an interview will receive notice of the outcome of the selection process.
3. The monthly stipend including allowances is EUR 4500.



Page 5

4. The UNFCCC Secretariat will organise the return trip to Bonn.

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