



---

**VACANCY ANNOUNCEMENT**  
**EXECUTIVE DIRECTION AND MANAGEMENT PROGRAMME**  
**Implementation Strategy Unit (ISU)**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 12/084/EDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>01 November 2012</b>
<b>DEADLINE FOR APPLICATION</b>	<b>30 November 2012</b>
<b>TITLE AND GRADE:</b>	<b>Programme Officer, P-3</b>
<b>POST NUMBER:</b>	<b>FRA-2911-V224-P3-003</b>
<b>INDICATIVE NET ANNUAL SALARY:</b>	<b>US\$ 56,091 to 62,803 (without dependents)</b> <b>US\$ 60,091 to 67,387 (with dependents)</b> <b>(plus variable post adjustment, currently 45.2% of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One year, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>1 March 2013</b>

---

### **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 through 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.

The Implementation Strategy Unit (ISU) is accountable for coordination of the secretariat's support to institutions, processes and delivery mechanisms under the Convention and to lead and coordinate support for the implementation of the Durban Platform on Enhanced Action.

### **Responsibilities**

Working under the direct supervision of the Manager, Durban Platform for Enhanced Action (ADP) and the overall guidance of the Director for Implementation Strategy and in cooperation with the Focal Point to the Durban Platform for Enhanced Action the incumbent is accountable for support to the intergovernmental processes and for legal and technical reports and analysis to the Durban Platform.

1. Prepares substantive and procedural documents and advice in support of the Bureau of the ADP and in preparation for sessions of the ADP.
2. Manages the substantive preparations for plenary and contact group meetings of the ADP, including contributing substantive elements to the speaking notes for the presiding officers and reflecting outcomes of consultations undertaken or strategic choices made by the presiding officers.
3. Contributes to the broader support to the negotiations under the ADP, including the legal dimensions of the negotiations and analyzes inputs from Parties; takes notes during the negotiations; drafts conclusions; contributes to the preparation of official documents; provides input to technical and analytical products developed by the secretariat staff in support of the negotiations.

4. Monitors, reviews and analyzes critical issues and major political trends related to the future regime and lessons learnt from the negotiations under the AWG-KP and AWG-LCA, as well as other legal instruments outside the Convention and provides recommendations. Represents the secretariat in conferences and seminars.
5. Provides substantive input to the development of internal strategies for supporting the Durban Platform processes and the post-2020 regime, including advice to the Co-Chairs of the ADP concerning procedures and substantive options for negotiations and major policy trends as well as the provision of advice and guidance on procedural and legal issues prior to and during the course of the deliberations.
6. Provides input and relevant advice on progress in the negotiations to allow for meaningful messages to be developed for the media and ensures the rigour of the substantive content of the secretariat's web and other external communications presence.
7. Undertakes other tasks as assigned by the Manager, Durban Platform for Enhanced Action.

### **Requirements**

**Education:** First level university degree (Bachelor or equivalent) in environment, economics, international affairs, social science or law.

**Experience:** At least five (5) years of directly related professional experience in the area of environment/climate change, including two (2) years in an international work environment.

**Specific professional knowledge and skills:** Experience with an intergovernmental process and the work of the United Nations is an asset. Familiarity with environmental negotiations, excellent written and analytical abilities, excellent organizational and planning skills is required.

**Language requirements:** Fluency in spoken and written English is required. Knowledge of other UN working languages is an asset.

### **Evaluation criteria**

**Professionalism:** The capacity to identify problems/issues and participate in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

**Commitment to continuous learning:** Willingness to keep abreast of new developments in their field of work.

**Communication:** Ability to provide thorough, well reasoned contributions to documents and papers.

**Technological Awareness:** The capacity to make effective use of required computer software and other equipment relevant to the post.

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

### **To apply**

Candidates whose qualifications and experience match the requirements for this position, please 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.**