



VACANCY ANNOUNCEMENT
FINANCE, TECHNOLOGY AND CAPACITY BUILDING (FTC) PROGRAMME
Capacity Building and Outreach Unit

VACANCY ANNOUNCEMENT NO:	VA 13/026/FTC
PUBLICATION/TRANSMISSION DATE:	27 March 2013
DEADLINE FOR APPLICATION	25 April 2013
TITLE AND GRADE:	Associate Programme Officer, P-2
POST NUMBER:	FRA-2925-V152-P2-001
INDICATIVE NET ANNUAL SALARY:	US\$ 46,730 to 52,645 (without dependents) US\$ 49,821 to 56,347 (with dependents) (plus variable post adjustment, currently 49.2% of net salary) plus other UN benefits and pension fund
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 Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

Responsibilities

The overall purpose of the Capacity-building and Outreach unit is to support the intergovernmental process with regard to issues relating to capacity-building and education, training and public awareness activities under the Convention and its Kyoto Protocol. The Associate Programme Officer reports directly to the Team Leader of the Capacity-building and Outreach unit and is accountable for the provision of technical and substantive support relating to negotiations on Article 6 of the Convention, the implementation of the Doha work programme on Article 6 of the Convention, the organization of the annual in-session dialogue on Article 6 of the Convention, the coordination of the United Nations Joint Framework Initiative on Children, Youth and Climate Change to enhance youth participation in climate change action, the further development and promotion of the Climate Change Information Network Clearinghouse CC:iNet; the provision of support to national focal points for Article 6 of the Convention and the collaboration with partner organizations. The key results expected are:

- Technical and substantive support;
- Enhanced youth engagement in climate change action;
- Inter-agency and stakeholder collaboration.

1. Supports the intergovernmental process on issues related to climate change education, training and public awareness:

- a) Analyses, synthesizes and compiles inputs to draft annotated agendas, briefing notes for the Chair of the Subsidiary Body for Implementation, speaking notes for co-chairs of contact groups;
- b) Ensures support to work related to servicing contact group meetings and informal consultations and provides inputs to draft conclusions and decisions;
- c) Assists in organizing and convening the annual in-session dialogue on Article 6 of the Convention and other events relating to climate change education, training, public awareness, public participation, and access to information;
- d) Prepares draft official documents for consideration by Parties in their deliberations under the subsidiary bodies of the Convention and the Conference of the Parties in relation to the implementation of the Doha work programme on Article 6 of the Convention and the dialogues on Article 6 of the Convention;
- e) Maintains and updates the Article 6 website.

2. Supports networking and exchange of information and good practices between national focal points for Article 6 of the Convention:

- a) Assists in developing approaches and tools to enhance communication between national focal points for Article 6 of the Convention, including an Article 6 national focal points network within the Climate Change Information Network Clearinghouse CC:iNet to foster communication and exchange of information;
- b) Identifies, compiles and assists in the dissemination of good practices, guidelines, publications and awareness materials to support the work of national focal points for Article 6.

3. Supports the enhancement of youth participation in climate change action:

- a) Acts as the UNFCCC secretariat's focal point on youth and collaborates with the United Nations Interagency Network on Youth Development on system-wide youth initiatives;
- b) Coordinates the work of the United Nations Joint Framework Initiative on Children, Youth and Climate Change (Joint Framework Initiative);
- c) Updates information on Article 6 related activities by and for children and youth in the CC:iNet database and the CC:iNet Youth Portal and increases the number of entries on children and youth related activities in the CC:iNet database in cooperation with the constituency of youth non-governmental organizations (YOUNGO) and other organizations;
- d) Enhances the functionality of the CC:iNet Youth Portal through a more user-friendly navigation structure and layout as well as the development of new technical features, such as a photo and video slide show;
- e) Enables an effective engagement of youth at UNFCCC sessions through organizing high-level briefings for youth, mini side events, an exhibition booth, and promoting virtual participation opportunities

4. Supports collaboration with partner organizations

- a) Engages intergovernmental and non-governmental organizations in mainstreaming climate change education, training and public awareness in their work and in supporting the UNFCCC process through the organization of joint activities (side events, reports, meetings) and joint projects to catalyze bilateral and multilateral opportunities for supporting the implementation of the Doha work programme;
- b) Assists in coordinating the work of the United Nations Alliance on Climate Change Education, Training and Public Awareness;
- c) Collaborates with members of the Interagency Committee for the Decade on Education for Sustainable Development to mainstream climate change education under the Doha work programme on Article 6 of the Convention in the post-2014 framework on education for sustainable development and the post-2015 process on the development of sustainable development goals;
- d) Represents the secretariat at relevant conferences, workshops and other events organized by partner organizations.

5. Supports the further development and promotion of the Climate Change Information Network Clearinghouse CC:iNet:

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- a) Further enhances the functionality and user-friendliness of CC:iNet by developing a simplified registration and submission process, a dynamic navigation structure to facilitate the creation and
- b) maintenance of sub-site and special sections catering information to specific clients and target audience and enhancing the search functionality to provide ranked results;
- c) Increases content of CC:iNet to support the six elements of Article 6 of the Convention, with careful matching of content and delivery to the intended targets under each element and increased availability of content in the official United Nations languages and other languages;
- d) Conducts regular user surveys and liaises with the Information Technology Services programme on the feasibility and implementation of suggested improvements;
- e) Promotes CC:iNet among partner organizations and through the UNFCCC social media outlets.

Essential Requirements

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

Educational background: First level university degree in communications, education, social sciences, environmental management, development studies, natural sciences or a related discipline.

Experience: At least three (3) years of relevant professional working experience on climate change or sustainable development related issues. Experience in compiling, analyzing and updating information of databases or webpages is also desirable.

Specific professional knowledge and job related skills:

- Knowledge and experience on climate change education, training and awareness raising;
- Strong drafting skills on policy and technical papers;
- Excellent communication skills;
- Sound analytical and strong drafting skills;
- Good planning and organizational skills.

Language requirements: Fluency in English (both oral and written) is essential. Working knowledge of another UN official language is desirable.

Expected competencies

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgment in the work environment; the capacity to plan own work and manage conflicting priorities.

Commitment to Continuous Learning: Willingness to keep abreast of new developments in the field of work.

Communication: Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

Technological Awareness: Ability 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. Ability to provide effective support in relation to work conducted by colleagues.

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.**