

United Nations Climate Change Secretariat

Nations Unies

Secrétariat de Changements Climatiques

TEMPORARY APPOINTMENT

INTERIM SECRETARIAT OF THE GREEN CLIMATE FUND

ANNOUNCEMENT NO: 13/TA09/GCF **PUBLICATION DATE:** 11 January 2013 **DEADLINE FOR APPLICATION** 25 January 2013

Country & Stakeholder Outreach Officer, P-3 TITLE AND GRADE: **INDICATIVE MONTHLY SALARY:** Starting from: USD 4,674 net (without dependents)

USD 5,007 net (with dependents)

plus variable post adjustment, currently 49.2 of net salary), plus other UN benefits and pension fund

as soon as possible until 31 December 2013

DURATION OF APPOINTMENT:

DUTY STATION: Bonn, Germany

Background

The Green Climate Fund ("the Fund") was established with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund will promote the paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change. The Fund is governed and supervised by the Board and was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC). The task of the Interim Secretariat is to provide technical, administrative and logistic support to the Board until the independent Secretariat of the Fund is established.

The appointment is limited to the Interim secretariat of the Green Climate Fund located in Bonn, Germany. There will be a possibility for subsequent appointment to a post in the independent secretariat in Songdo, Republic of Korea, but such appointment will be subject to a separate recruitment process.

Functions to be performed

The Country and Stakeholder Outreach Officer provides substantive professional input to the development of effective strategic relationships and dialogue with key constituencies. The incumbent of the post

- 1. Leads the development and operation of policies and procedures for stakeholder engagement in policy, planning and implementation of GCF funded activities by:
 - Based on best practices among comparable funds and institutions, developing a framework for outreach to national level stakeholders to enable the policy links, planning and implementation of Fund activities:
 - Managing the external relations aspects of the Fund with national focal points and stakeholders as well as with observer organizations, especially CSO;
 - Establishing and maintaining the database of stakeholder and national focal points; c)
 - Marshalling the accreditation process and the registration for meetings; and d)
 - Providing support to the Board on readiness and capacity building activities by drafting, vetting and finalizing modalities for readiness and preparatory support.

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2. Leads the development of the Fund's public information and communication strategy and oversees its implementation by:

- a) Based on best practices among comparable funds and institutions, drafting, vetting and finalizing an information disclosure policy as well as a communications strategy for the Fund;
- b) Providing information to the general public or other interested institutions on the proposed work of the Fund and ensuring that the Fund's website is up-to-date;
- c) Writing and editing informational material (press releases, leaflets, pamphlets, web articles, twitter feeds, etc.) on status and events pertaining to the Fund;
- d) Maintaining contact with media representatives and others to disseminate information on the work of the Fund deemed to be of interest to the public or related climate change groups and institutions;
- e) Analysing and reporting on meetings and activities of the interim secretariat; and
- f) Assessing the public and partner response to the work of the Fund on the basis of information gathered from media, the web and correspondence.
- 3. Assists the Secretary of the Board in servicing the meetings and supporting the Co-Chairs of the Board.
- 4. Performs any other job related activity required to achieve the goals and objectives of the secretariat, including general, substantive support for the management of Board operations.

Requirements

Education: First university degree in international relations, communications, environmental science, political science, journalism or liberal arts is required.

Experience: At least five (5) years of progressively responsible professional experience in information dissemination practices, policies and procedures are required. At least two (2) years of the five should include experience in an international organization developing public information/outreach and knowledge product materials. Experience working for or with an international fund or financial institution is an advantage.

Specific professional knowledge and job-related skills:

- Demonstrated ability to produce a broad range of public information materials, including press releases, leaflets, pamphlets, web content, twitter feeds, etc.
- Demonstrated skill in liaising with media representatives and effectively representing the established policies and programmes of an international institution.
- Demonstrated ability to establish and maintain protocol relationships with senior stakeholders, including donors; and to analyze and synthesize information for presentation to decision makers.
- Proven track record of responsiveness to clients based on a fully developed understanding of clients' needs and demonstrated performance in managing client relationships.
- Possesses an institutional perspective and drive for results.
- Excellent interpersonal and people management skills with a demonstrated track record of effectiveness in a culturally diverse environment.
- High degree of self-motivation and drive.
- Highest ethical standards.

Language requirements: Fluency in English is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and experience in representation and catalysing consensus among diverse partners. Knowledge of a second official UN language is an asset.

To apply

Candidates whose qualifications and experience match the requirements stated above 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. The appointment may be offered as consultant at P-3 equivalent for selected candidate.
- 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.