



VACANCY ANNOUNCEMENT

Communications Officer (French-language services), P-3

Communications and Engagement Division

Communication and Knowledge Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
6 April 2023 23:59 hrs CET	VA 23/032/C&E	As soon as possible	one year with possibility of extension	Bonn, Germany

Publication date: 23 March 2023, Post number: 31046699 Funding: SB-018439/M1-32FRA-000001

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 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.

Where will you be working

This position is located in UN Climate Change in Bonn, Germany, in the Content unit of the Communication & Knowledge subdivision of the Communications and Engagement division, which is accountable for serving multiple cross-cutting objectives, including communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders so as to facilitate climate action and increase ambition.

The Content unit prepares all internal and external communication products, drafting messages, articles, news stories, releases, op-eds, statements and any other information for the website, social media, intranet, etc. The unit consults and guides client programmes on communications strategy, planning and execution, providing in-house expertise on content management on websites, social media, digital campaigns and mobile apps.

Reporting to the Team Lead (P-4) of the Content unit, you will be responsible for the preparation of internal and external communication products in French for respective communication channels.

Your responsibilities

More specifically, your responsibilities include:

1. Providing input and editorial quality assurance for French Content:

- Drafts information and other relevant communication materials or products for French-speaking target audiences by means of news releases, website content, social media, briefings, video clips, and newsletters, etc.;
- Creates new web and social media content in French for the UNFCCC website, and the secretariat's social media channels to reflect the status of climate change negotiations, and the advancement of global climate action;
- Provides guidance to assigned editors and translators with a view to refining their French skills and



performance and assisting them in solving problems which require specialized knowledge, linguistic insight and political judgement.

- Provides guidance and support for the maintenance and development of existing and new UN Climate Change communication channels in French, as required;
- Liaises with digital editors and consultants, and supports the planning, development and dissemination of multimedia content in French for UN Climate Change websites and social media channels.

2. Supporting editorial planning and organization of communications operations in the context of regional outreach:

- In the context of regional outreach, liaises with internal and external stakeholders, in-house programmes, UN System agencies, IGOs, NGOs and other key partners as regards scheduling and planning communication operations around conferences, meetings, announcements, publications and other relevant events in the French-speaking world, notably in support of relevant Regional Climate Weeks and the Regional Collaboration Centres.
- Develops and maintains regular corporate content for events such as climate change conferences, workshops and meetings in the French-speaking world.
- Identifies and proposes information-disseminating opportunities, approaches, activities and partnerships relevant for the French-speaking world, taking into account relevant situations/topics and target audiences;
- Identifies key contacts/constituencies and opportunities for strategic partnerships in the French-speaking world to facilitate communication efforts, and maintains working relationships with these individuals and/or entities;
- Reaches out to French-speaking news media and supports news outreach activities of the secretariat.

3. Performs any other job-related activity: including those required to achieve the goals and objectives of the team, the Communication & Knowledge subdivision and/or the overall Communication and Engagement division and secretariat, including participation in meetings, workshops and/or seminars, and making presentations where appropriate.

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.

Being Responsive to Clients and Partners. Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

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.

Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) degree in international relations and/or public information, communications or journalism and/or related fields is required. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: At least five (5) years of relevant professional working experience in international relations and/or public information and/or related fields is required; Experience in producing content for a wide variety of digital products; Workable knowledge of social media platforms, websites and mobile environments; Knowledge of Drupal is an advantage. Broad knowledge of the UN system in general (highly desirable).

Language skills

Required: For the position advertised, fluency in French to the level of a native speaker, with excellent writing and editing skills is required. Fluency in English is required.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

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. Service is limited to the UNFCCC secretariat.
2. 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.
3. Indicative net annual salary and allowances:
US\$ 64,121 to US\$ 71,906
(plus variable post adjustment, currently 35.4% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.



Page 4

The UNFCCC secretariat has been made aware of various correspondence, being circulated via e-mail, from Internet web sites and via regular mail or facsimile, falsely stating that this correspondence is issued by, or in association with the UNFCCC secretariat and/or its officials. These scams, which may seek to obtain money and/or in many cases personal details from the recipients of such correspondence, are fraudulent.

Please see link below for more information:

<https://unfccc.int/this-site/fraud-alert>
