



VACANCY ANNOUNCEMENT

Associate Programme Management Officer, P-2

Means of Implementation Division
Capacity-building Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
28 January 2024 23:59 hrs CET	VA 24/001/MOI	As soon as possible	One year with possibility of extension	Bonn, Germany

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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 at the United Nations Framework Convention on Climate Change (UNFCCC) secretariat in Bonn under the Means of Implementation Division, Capacity-building Sub-Division. Reporting to the manager of the Capacity-building Subdivision, the incumbent is responsible and accountable for (a) technical support to implementation of the Youth4Capacity programme; (b) support the implementation of the workplan of the Paris Committee on Capacity-building (PCCB) and the intergovernmental process on Capacity-building; and (c) supporting and providing substantive input to stakeholder engagement and knowledge exchange on matters related to Capacity-building.. The Capacity-building subdivision works to enhance the implementation of the Convention and the Paris Agreement and supports intergovernmental work and negotiations on matters related to Capacity-building under the Convention, the Kyoto Protocol and the Paris Agreement.

Your responsibilities

Within delegated authority, the Associate Programme Officer will be responsible and accountable for the following duties:

1. Supporting the implementation of the activities established under the Youth4Capacity programme:

- a. Support the design and organization of dedicated in person and virtual events under the Youth4Capacity programme by preparing concept notes and event agendas, identifying relevant partners and preparing final reports and other relevant outcomes emanating from such events.
- b. Support collaboration on Capacity-building with the UNFCCC Action and Climate Empowerment (ACE) team by contributing to the development of joint work plans, as well as promotion of the Youth4Climate programme and the active compilation and exchange of experiences and lessons learned through various channels (including through the PCCB Network) by preparing relevant communication and outreach products.



- c. Provides support to the design and implementation of the Youth4Capacity programme Mentorship programme including the development of concept notes and mapping out of relevant existing initiatives and partners to engage in the design and implementation of the mentorship programme in order to avoid duplication of efforts and promote synergies and collaboration.
- d. Supports the maintenance and updating of information on relevant web sites, media, newsroom and other articles with relevant information on Capacity-building for youth through developing web content, and drafting promotional material, brochures and the publishing and relevant sources of information and documents.

2. Support the implementation of the work programme of the Paris Committee on Capacity-building (PCCB) and the intergovernmental process on Capacity-building

- a. Support the planning and implementation of the PCCB Network activities in consultation with the PCCB Network Taskforce, including reporting on the progress made and identifying complementarities with the activities of the Youth4Capacity programme.
- b. Coordinate and track the engagement of PCCB Network members, specifically youth and youth-led organizations, in various activities of the PCCB Network, aligned with the PCCB's strategic plan for stakeholder engagement.
- c. Support effective communications and outreach of the PCCB network, including through maintaining relevant webpages, and the preparation of regular newsletters, news articles, videos, brochures, and social media posts;
- d. Support the planning and implementation of PCCB flagship projects and activities at regional level, annual meetings of the PCCB, and the annual Capacity-building Hubs;
- e. Record and compile data for PCCB's communications and stakeholder engagement tracking tool and support the drafting of reports on the review of the implementation of activities under PCCB's communications and stakeholder engagement strategies and PCCB's Annual Technical Progress Reports.
- f. Supporting the negotiations on Capacity-building during SBI and COP sessions, particularly the annual monitoring and review of the Capacity-building frameworks, including preparations and coordination before and at the sessions, through the preparation of briefing notes, background documents; draft decision texts and other materials as required;

3. Representation and partnerships:

- a. Supports the interaction with other constituted bodies and process established under the UNFCCC and with international, regional and national stakeholders, including but not limited to UN agencies, civil society organizations, academia, the private sector, to advance work supporting Capacity-building in developing countries with a particular emphasis on youth
- b. Supports all work related to collaboration on Capacity-building, with a particular emphasis on youth with all six regional collaboration centers (Africa, Asia, LAC).
- c. Support work related to the design and implementation of the Joint MEA Capacity-building programme



- d. Performs any other related activity required to achieve the goals and objectives of the Sub-division.

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.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

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.

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.

Your qualifications

Educational Background

Required: Advanced university degree (Master's degree or equivalent) in social studies, environmental studies, development studies, communications or other related disciplines. 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: A minimum of two (2) years of relevant professional working experience on development or climate related issues, of which at least one (1) year of professional working experience at international level on climate change and/or Capacity-building is desirable. Experience in supporting capacity-building activities in the context of climate change and skills pertaining to the design of events and communication products directed to a wide range of actors and stakeholders and in analyzing and presenting information are desirable.



Language skills

Required: Fluency in English (both oral and written). Knowledge of another of the working languages of the UNFCCC secretariat is desirable.

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.
Indicative net annual salary and allowances:
US\$ 50,377 to US\$ 57,342
(plus variable post adjustment, currently 38.6% 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.
