



## Announcement for Fellowship

Administrative Services (AS)  
Knowledge Management Unit

| Deadline for application | Announcement number | Expected date for entry on duty | Duration of appointment                | Duty Station  |
|--------------------------|---------------------|---------------------------------|--|---------------|
| 04 June 2018             | 18/FP03/AS          | As soon as possible             | One year with possibility of extension | Bonn, Germany |

Publication date: 04 May 2018

**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 historic 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.

Thanks to funding from the Government of Italy, the UNFCCC secretariat is launching the Capacity Award Programme to Advance Capabilities and Institutional Training in one Year (CAPACITY) as a new Fellowship Programme with the aim of developing capacity of negotiators and therefore increase the level of implementation of the Paris Agreement. The CAPACITY Fellowship Programme will contribute to building capacity for addressing climate change in Small Islands Developing States (SIDS) and Least Developed Countries (LDCs), through the development of local professional expertise by:

- Supporting innovative analytical work on climate change in the context of sustainable development;
- Promoting a network of experts who can bring creative and innovative options to bear on questions of climate change;
- Encouraging the leadership potential of young and promising professionals in their fields.

The Programme target group consists of mid-career professionals who are already in a government's employment and who are nationals of and working in a SIDS or LDC Party. While Fellowships are awarded to individuals, the need for development/training must occur within the context of the organization for which an applicant works. The training must help the organization to develop its capacity.

### **Where will you be working**

The mandate of the Administrative Services Programme is the overall facilitation, support and guidance to programmes and the secretariat at large in the utilization and management of the human, financial and other resources for the continued implementation of the core work and the mandated activities of the secretariat to ensure efficiency, compliance and appropriate accountability, and the facilitation of crosscutting common services and functions. Responsibilities include the development, implementation and compliance monitoring of administrative policies and procedures for the UNFCCC secretariat in the areas of finance, budget, human resources, procurement, travel and general services.



### **What will you be doing**

Expertise is sought to assist in the management of the Secretariat's records. In this context, you will:

- Contribute to the development of policies and procedures for the management of the UNFCCC records. Implement policies and procedures in collaboration with records managers;
- Support the development and maintenance of recordkeeping toolkits by analysing business requirements for records;
- Analyse and evaluate records for evidential, archival and informational value, perform records appraisal;
- Provide advice on implementation of records management policies and procedures to Secretariat programmes. Prepare training materials and provide records management training to Secretariat staff;
- Research, analyze and evaluate systems or tools for the management of electronic records, and support the implementation of a system for the management of electronic records;
- Perform other related duties as required.

### **What are we looking for**

#### **Educational background**

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Required: Master degree in records management and archival management; or in information management, or related disciplines with additional training as provided by universities and/or professional archival associations. A combination of a first-level university degree and an additional two years of relevant work experience may also be accepted in lieu of an advanced degree.

#### **Experience**

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Required: At least three years of experience in current trends in modern archives and records or information management, archives and records or information management principles, policies and standards. Practical experience in the implementation or use of Electronic Records Management Systems desirable.

#### **Language skills**

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Required: Proficiency in written and spoken English.

Desired: Knowledge of another UN official language.



## **Others**

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1. The Fellowship Programme is open to individuals
  - a. Currently employed in a governmental organisation (national, regional, provincial or local) including educational institutions, research institutes and ministries.
  - b. Be a national of an eligible LDC or SIDS country. .
2. The secretariat will consider candidates only from SIDS or LDC Parties with a view to ensuring gender balance in the selection of candidates.

### **What is the selection process**

You may be invited for assessment of your technical/professional knowledge and/or an interview to assess the skills and aptitudes required to successfully perform the functions of the post.

At a certain point and as part of the selection further considered candidates will be requested to provide the following information:

- a. Obtain permission from their employer for leave of absence for the term of the Fellowship, and provide written certification that s/he will return to the Party's governmental institution for at least six months after her/his Fellowship;
- b. Obtain a written letter of intention by their employer that the new knowledge acquired during the fellowship will be integrated in the climate change activities of the government upon their return;
- c. Obtain written certification from their employer that the subject of the applied position is relevant to the needs of the releasing entity/organization.

### **How to apply:**

Candidates from SIDS and LDCs, 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. This Programme is not intended for students, and does not provide financial support for an advanced degree, such as fieldwork for a PhD degree
2. We will confirm receipt of your application. However, only candidates who have been confirmed for an interview will receive notice of the outcome of the selection process.
3. The monthly stipend including allowances is US\$ 4,663
4. The UNFCCC Secretariat will organise the return trip to Bonn and pay a baggage allowance of up to USD 150 (one way)