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## VACANCY ANNOUNCEMENT

### EXECUTIVE DIRECTION AND MANAGEMENT (EDM) Programme Implementation Strategy Unit

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 14/046/EDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>18 June 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>17 July 2014</b>
<b>TITLE AND GRADE:</b>	<b>Associate Programme Officer, P-2</b>
<b>POST NUMBER:</b>	<b>FRA-2911-V224-P2-005</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One and a half years, with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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### 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 Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

### Responsibilities

The Associate Programme Officer post is located in the Implementation Strategy Unit of the Executive Direction and Management programme which coordinates the development of a strategic approach guiding and focusing the secretariat support to institutions, processes and delivery mechanisms under the Convention and leads and coordinates support to the Durban Platform for Enhanced Action and its Ad-hoc Working Group (the ADP). Working under the direct supervision of the Secretary to the ADP, the Associate Programme Officer is responsible for supporting the work on the 2015 agreement; monitoring and providing advice on relevant developments under the UNFCCC process that may have an impact on the Durban Platform; developing and implementing an information system on the process under the Durban Platform; and supporting the Secretary to the ADP in the development and execution of strategies to support the Durban Platform and the Paris process.

1. Support the ADP work on the 2015 agreement:
  - a. Assists in the work of the ADP contact group on item 3 of the ADP agenda; provides substantive support to the development of the elements of the 2015 agreement and its design, as appropriate; assists in coordinating the preparation of relevant material and the organization of relevant meetings and events, as needed;
  - b. Provides substantive support to the Co-Chairs of the ADP, during and between sessions, by preparing briefing notes, discussion notes and other related products analyzing procedural and substantive issues under negotiation; contributing substantive elements to speaking notes for the Co-Chairs; preparing outlines and drafts of the Co-Chair's scenario notes, as required;
  - c. Provides substantive support, including by providing input to technical and analytical products developed by the secretariat staff in support of the negotiations, undertaking research and any

- other tasks relating to the preparation of substantive material supporting the negotiations, as may be requested;
- d. Provides support to consultations and bilateral meetings.
2. Monitor, undertake analysis of, and provide sound advice on relevant developments under the UNFCCC process:
    - a. Monitors and analyzes linkages and inter-dependencies in the negotiations, in particular between the work of the ADP and the implementation of the Bali Road Map, and contributes to strategies to manage possible risks;
    - b. Analyzes lessons learnt from the negotiations of the Bali Road Map and other UNFCCC processes, and contributes to strategies to support the work of the ADP;
    - c. Monitors and analyzes critical issues and major political trends related to the future climate regime, and contributes to strategies to support the work of the ADP;
    - d. Supports ISU in its leading role in ensuring coherence of negotiation strategies of the various negotiating bodies, including the SBs and the COP/CMP.
  3. Develop, implement and maintain an information system on the process under the Durban Platform:
    - a. Accurately documents the intergovernmental negotiations and derives lessons learnt and opportunities for continuous improvement which may be applicable to future intergovernmental negotiations;
    - b. In cooperation with the Information Technology Services programme, other relevant programmes in the secretariat and other ISU team members, brings the existing documents archive up to date and continues to maintain and further develop an archiving system that responds to the need of preserving the institutional memory of the secretariat regarding the negotiating process and its support, and that ensures the availability of documentary sources that may be needed for the preparation of texts, strategies etc. at further stages of the UNFCCC process;
    - c. Assists the ISU in providing the Executive Secretary, the Communications and Outreach programme and the Management Team with relevant insights and regular focused updates on progress in the negotiations to allow them to develop meaningful messages for the media;
    - d. Maintains the ADP website; coordinates ISU inputs to the websites of the secretariat; provides substantive inputs to presentations and communications products, as required.
  4. Develop and execute strategies to support the Durban Platform and the Paris process:
    - a. Supports the Director for Implementation Strategy, the Senior Adviser, and the Secretary to the ADP in developing and implementing strategies for the Durban Platform, the Paris process and the implementation of the 2015 agreement;
    - b. Contributes to the development and implementation of short- and long-term strategies for the work of the Durban Platform and its translation into the design of the negotiating sessions in support of the ADP Co-Chairs and the ADP Secretary;
    - c. Contributes to the execution of the work plan of the Implementation Coordination Committee.

### **Essential Requirements**

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

**Education:** First level university degree (Bachelor or equivalent) in international affairs, politics, environmental science, sustainable development, humanities or a related discipline.

**Experience:** At least three (3) years of professional experience in international climate change issues, including experience in the intergovernmental negotiating process.

**Professional knowledge:**

- Very good knowledge of the UNFCCC process, in particular the Bali Road Map and the Durban Platform negotiations.
- Knowledge of information systems is an asset.

**Job-related skills:**

- Excellent communication skills, including writing skills specifically for official documents.
- Very good organizational and planning skills.

**Language skills:**

- Fluency in spoken and written English is required.

- Knowledge of other UN languages is an asset.

### **Selection Process**

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Delivering results; working with teams; managing self; being responsive to clients and partners.

### **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.**
- 4. Salary and allowances:** US\$ 46,819 to US\$ 52,745 (without dependents)  
US\$ 49,916 to US\$ 56,454 (with dependents)  
(plus variable post adjustment, currently 54.6% of net salary)  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>