



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2
Communication and Engagement Division
Engagement Subdivision

| Deadline for application | Announcement number | Expected date for entry on duty | Duration of appointment | Duty Station |
|---------------------------------|---------------------|---------------------------------|---|---------------|
| 15 August 2021 23:59 hrs CET | VA 21/050/CE | As soon as possible | Two years 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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the **Climate Action Engagement and Recognition unit** of the Engagement subdivision, which serves 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 to facilitate climate action and to increase the ambition of related initiatives. The subdivision furthermore ensures that communications work and engagement activities of the secretariat are driven by the outcomes of all processes and bodies.

What you will be doing

Reporting to the Team Lead, P-3, Observer Relations team, you will contribute to the support of interagency cooperation in conjunction with UNFCCC processes and objectives, including observer engagement in the negotiation process through policies and procedures for both observer submissions and observer participation in intersessional workshops. The Climate Action Engagement and Recognition unit also facilitates observer engagement in the negotiation process through policies and procedures for both observer submissions and observer participation.

Your responsibilities

- 1. Developing policies and strategies to enhance participation by non-governmental organizations in the climate change process and ensure support to interagency cooperation:**
 - a. Assists in drafting policy and strategy papers on the participation of observer organizations in climate change processes and interagency cooperation, including drawing on practices in other UN bodies;
 - b. Assists in developing strategies for secretariat outreach to, and in collaboration with, observer organizations and other intergovernmental organizations, including working with other divisions in the secretariat on related issues;



- c. Provides support in developing and maintaining new web-based approaches to improve interaction with observer organizations in the climate change process, with due consideration given to all relevant policy issues;
 - d. Assists in maintaining and communicating a code of conduct for observer organizations participating in sessions, including addressing important security issues of access and exclusion, drawing on practices in other UN bodies.
- 2. Coordinating secretariat relations with observer organizations, including management of official processes for admission of organizations and facilitation of participation of observers:**
- a. Provides support in developing, promoting and maintaining close contacts with observer organizations, particularly through NGO constituencies, to ensure the availability of information on their activities; gathers intelligence on sensitive issues to share information, and to identify and resolve problems through strategic partner organizations identified by the UNFCCC management;
 - b. Provides information on observer organizations in order to assist Registration and Accreditation team of Conference Affairs responsible for monitoring the registration process, ensuring the accuracy of the list of participants and conference report, and dealing with problem cases;
 - c. Maintains files containing relevant information on organizations.
- 3. Coordinating engagement activities by observer organizations:**
- a. Manage in planning and organizing side events and exhibits, including liaison with applicants, as well as with scheduling, liaising with Conference Affairs to ensure appropriate facilities; manages a system of reporting and dissemination of information including the internet;
 - b. Supports collaborative agenda setting and programming of observer engagement activities in consultation with the COP Presidencies, the Presiding Officers and the Executive Secretary as appropriate.
 - c. Supports observer organizations in their participation during sessions and inter-sessional meetings and workshops.
- 5. You will perform any job-related activity** required to meet the overall goals and objectives of the Communication and Engagement division, as well as those of secretariat-wide mandates.

Competencies:

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.

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) in development studies, economics, business administration, international relations, environmental studies, or in a related discipline. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least two (2) years relevant professional working experience on climate change /environment, development cooperation, relationship management at an institutional level, stakeholder engagement and/or capacity building. Relevant work experience in an international setting is an asset.

Language skills:

Required: Proficiency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

Specific professional knowledge and skills and Job-related skills

Knowledge and demonstrable experience with conducting environmental or development cooperation work;
Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others;
Knowledge and experience of climate change are essential;
Familiarity with the UNFCCC intergovernmental process is desirable;
Sound analytical and strong drafting and editing skills, good planning and organisational skills, clarity of written and oral communications;
Excellent communication and negotiating skills, ability to communicate with both technical and non-technical staff;
Proven ability to prioritize and deliver tasks on time and to produce quality results while meeting established goals;
Excellent knowledge of substantive subjects in the context of climate change;
Ability to coordinate multi-stakeholder in various regions.



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\$ 48,805 to US\$ 55,553
(plus variable post adjustment, currently 35.9% of net salary),
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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.
