



United Nations
Framework Convention on
Climate Change

VACANCY ANNOUNCEMENT

Programme Officer, P-3

Executive Direction and Management (EDM) Programme
Office of the Deputy Executive Secretary (ODES)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 June 2015	VA 15/021/EDM	As soon as possible	One and half 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 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 including organizational development, oversight of effective internal policies and processes, and promoting staff motivation and well-being.

Where will you be working

You will be working under the direct supervision of the Secretary of the COP/CMP and the overall guidance of the Deputy Executive Secretary in the Executive Direction and Management (EDM) programme, and more specifically in the COP/CMP secretariat team which is accountable for providing support to the negotiation process and other activities related to the intergovernmental process, in particular the two supreme bodies of the UNFCCC, namely the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), and other sessional and inter-sessional meetings.

Expected key results/ accountability

- Strategic and substantive support to the UNFCCC intergovernmental process;
- Providing support to the sessions of the COP/CMP and subsidiary bodies and their respective presiding officers;
- Supporting the internal policy and planning for the intergovernmental process;
- Providing substantive support to the effective management of issues within the secretariat, specifically relating to communication within and outside the UNFCCC secretariat as it relates to the COP and CMP website, intranet pages, and development of internal policy.



You will have the following responsibilities

Strategic and substantive support to the UNFCCC intergovernmental process

1. Managing the substantive preparations for plenary and contact group meetings of the COP and/or CMP, as assigned, including preparing substantive elements of the speaking notes, briefing notes for the President and reflecting outcomes of consultations undertaken or strategic choices made in preparation for the sessions.
2. Preparing strategic and substantive input to the development of internal strategies, scenarios and options for COP and CMP sessions and specific issues on the agendas, supporting policy formulation and implementation processes, including through providing advice to the COP/CMP Presidency teams and participating in and providing strategic inputs to inter programme task teams.
3. Conducting strategic analysis and on-going review of critical issues and major trends related to the evolution of the UNFCCC intergovernmental process and lessons learnt from the negotiations under the COP and CMP, as well as from other instruments outside the Convention and providing recommendations, and innovative solutions.

Support to sessions of the COP/CMP and the subsidiary

1. Preparing substantive and procedural documents and advice in support of the negotiations under the COP/CMP, including the organizational and procedural dimensions of the negotiations and analyzing inputs from Parties; drafting conclusions; contributing to the preparation of official documents; providing input to technical and analytical products developed by the secretariat staff in support of the negotiations.
2. Assisting the Secretary of the COP/CMP as focal point in the overall strategic and substantive planning of sessions of the COP/CMP and arrangements for intergovernmental meetings.
3. Working with focal points of the subsidiary bodies, in planning and coordinating the preparation, organization and conduct of all sessions, including problem-solving, developing options for presenting information in a timely and creative manner for Parties.
4. Engaging effectively with the COP/CMP Presidency team, government officials and representatives in the intergovernmental process on matters relating to relevant meetings, and responding to queries, as appropriate.

Support the internal policy and planning for the intergovernmental process

1. Identifying, consolidating and analyzing information, developing agendas and preparing technical papers, briefing materials on policy issues for discussion at IPC meetings, as well as preparing minutes and tracking progress on the implementation of decisions.
2. Serving as Secretary to the Intergovernmental Planning Committee (IPC) as well as sub groups formed in the context of the work on the IPC.

Support the effective management of issues within the secretariat, specifically relating to communication within and outside the secretariat

1. Providing input and relevant advice on progress in the negotiations to allow for meaningful messages to be developed for the media and ensuring the rigour of the substantive content of the secretariat's COP/CMP web page, other external communications presence and the intranet page of the IPC.
2. Preparing presentations, speaking notes and materials for the Executive Secretary, the Deputy Executive Secretary and other senior officials in the secretariat.
3. Undertaking other tasks as assigned by the Secretary of the COP/CMP.



What are we looking for

Educational background

Required: Advanced university degree in environment, economics, international affairs, social science, or law.

Experience

Required: At least five (5) years of directly related professional experience in the area of environment/climate change, including two (2) years in an international work environment supporting intergovernmental processes.

Specific professional knowledge

Required: Experience and knowledge with an intergovernmental process and the work of the United Nations on climate change issues.

Job-related skills

Required: Excellent written and analytical abilities, excellent organizational and planning skills, stress resilient, proven ability to perform optimally under pressure

Language skills

Required: Fluency in spoken and written English is required

Asset: Knowledge of other UN working languages is an asset.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful, you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise; Communicating with impact; Working with teams; Being Responsive to Clients and Partners.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, 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\$ 56,766 to 63,558 (without dependents)
US\$ 60,813 to 68,197 (with dependents)
(plus variable post adjustment, currently 27.2 % of net salary), plus other UN benefits as indicated in the following link: <https://unfccc.int/secretariat/employment/conditions-of-employment.html>