



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

Associate Programme Officer, P-2 Adaptation Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
6/2/2020 23:59 hrs CET	20/TJO02/A	As soon as possible	Six months	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 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.

The Adaptation Programme of the UNFCCC secretariat supports the intergovernmental process relating to adaptation. This process includes activities relating to national adaptation plans, national adaptation programmes of action, the Nairobi work programme, the Warsaw International Mechanism for Loss and Damage and its Executive Committee, the Adaptation Committee, the Local Communities and Indigenous Peoples Platform (LCIPP), and research and systematic observation, adaptation communications and the adaptation registry. The Adaptation programme also engages Parties and stakeholders, including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders. The programme addresses the process of reviewing the adequacy of the long-term global goal, the global stocktake and the consideration of various matters related to climate science.

Where will you be working

The Associate Programme Officer post is located in the Impacts, Vulnerability and Risks (IVR) subprogramme of the Adaptation programme, which provides support in relation to following areas: scientific and technical support, knowledge management, supporting the intergovernmental process, and communication and outreach support.

What will you be doing

Under the direct supervision of the Lead Officer for LCIPP, and the overall guidance of the Manager of the IVR subprogramme, you will provide substantive and technical support to the work and implementation of activities under the IVR subprogramme.

You will have the following responsibilities:

1. Supporting the intergovernmental process, you will:
 - Prepare substantive technical analyses and documentation to support the negotiations, as appropriate;
 - Develop briefing notes, talking points and background information as well as respond to requests by the body focal points for reports and assessments;
 - Provide inputs to draft conclusions/decisions, take notes, and synthesize discussion points during meetings and consultations;



- Provide substantive inputs to the preparation of other mandated documents (e.g. technical and synthesis papers).
2. Supporting the implementation of intersessional activities, you will:
 - Provide technical inputs to official documents through desk research and/or synthesis of information;
 - Undertake research and analyse information on relevant processes, policies and practices related to climate change adaptation, and make recommendations and suggestions thereon;
 - Represent the secretariat at relevant meetings, workshops and conferences;
 - Collect, review and synthesize relevant information communicated/contributed by Parties, partner organizations, and relevant stakeholders and organizations for further review and analyses;
 - Identify and engage relevant experts, partner organizations, regional centers and networks, and indigenous peoples representatives which contribute to the implementation of secretariat workplans and mandates;
 - Support the development of partnership proposals to support implementation of activities;
 - Develop targeted adaptation knowledge products.
 3. Assisting in the preparation and successful delivery of mandated meetings and intersessional events and side events, you will:
 - Develop concept notes, briefing materials, speaking points, background information and documents prior to the meetings and events (e.g. background and reference documents, communication and information materials, presentations);
 - Provide reliable in-meeting support through, among others, supporting presiding officer or facilitator of the relevant events, taking detailed notes of discussions, synthesizing key points emerging from the discussions, and drafting in-meeting documents;
 - Prepare draft report or summary of the meetings and carry out any related follow up activities.
 4. Supporting the communication and outreach work of the IVR subprogramme, you will:
 - Support development and implementation of communication narratives and relevant products relevant to the work for the IVR subprogramme;
 - Manage and improve existing databases and web portals, including relevant sections of the UNFCCC website, the Adaptation Knowledge Portal and the Clearing House for Risk Transfer, and support the development of new ones as mandated;
 - Prepare relevant informational and outreach materials for internal and external audience (e.g. newsletters, Adaptation Exchange Facebook page, UNFCCC newsroom).
 5. You will perform any other job-related activities required to achieve the goals and objectives of the team, the subprogramme, the programme and the secretariat.

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.

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.

What are we looking for

Educational background

Required: Minimum of first level university degree (B.A. or equivalent) in environmental studies, natural sciences, development studies, international relations, economics, disaster risk management, or a related discipline.

Experience

Required:

- At least three years of relevant professional experience on climate change adaptation, sustainable development, development assistance, financial risk management; Two years' experience should have been gained working in an international organization / environment; one year experience interacting with organizations or stakeholders at the local and national level.
- Two years' experience in knowledge and network management;
- Two years' experience compiling, analyzing, synthesizing thematic information.

Asset:

- Experience working with indigenous peoples organizations and / or experience with indigenous and traditional knowledge systems;
- Experience in drafting technical documents, communication documents for internal and external use, and documents related to international decision-making processes;
- Experience with managing and improving the structure, functionality and content of information systems such as databases or web portals;
- Familiarity with work under the UNFCCC including that related to support the multilateral negotiation process.

Language skills

Required: Fluency in English (both oral and written)

Asset: Knowledge of another UN official language



Job related skills

Required: Demonstrated analytical and drafting skills; good planning and organizational skills and knowledge management; ability to work independently as well as within a team. Strong drafting skills on policy and technical papers, as well as with effective communications skills to facilitate collaboration with relevant stakeholders and engage potential partners.

Asset: Basic skills in designing communication materials.

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. 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. Indicative net monthly salary and allowances:
US\$ 3,944 to US\$ 4,489
(plus variable post adjustment, currently 28.9% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>