



ANNOUNCEMENT FOR TEMPORARY JOB OPENING

Associate Programme Officer, P-2
Mitigation division
Implementation Coordination Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
2 February 2023 23:59 hrs CET	23/TJO1/M	As soon as possible	Until 21 Sept. 2023	Bonn, Germany

Publication date: 19 January 2023, Post number: 30520560, Funding: 40CDM

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.

The Mitigation division (MD) supports Parties to facilitate, catalyze and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase to well below 2 °C and pursue efforts to limit this increase to 1.5 °C above pre-industrial levels. Parties are supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development

Where you will be working

This position is located in the Coordination Regional Collaboration Centers unit (CRCC) of the Implementation Coordination (IC) subdivision of the Mitigation division, UNFCCC secretariat in Bonn, Germany.

CRCC establishes, manages and strengthens relationships and partnerships with external stakeholders, including key regional stakeholders and partners, to strengthen the use of the mechanisms and their integration in national climate policy. The unit is responsible for the management of the regional collaboration centres (RCCs), including RCCs overall administration, strategic and technical development, workplan development, communications, relationship management with hosting partners and stakeholder engagement.

What you will be doing

Under the general guidance of the Director of Mitigation division (D-1), and reporting to the CRCC Team Lead (P-4), you will serve as a member of the team responsible for supporting engagement and relationship with the RCCs internal and external stakeholders and partners; communication and outreach activities of the RCCs; administration and smooth operation of the RCCs.

Key results include:

- Supporting the communication and outreach activities of CRCC and the RCCs;
- Supporting increase engagement of internal and external stakeholders in the work of the RCCs;
- Supporting the administration and smooth operation of the RCCs.



Your main responsibilities

1. Supporting the communication and outreach activities of CRCC and RCCs:

- Assist in maintaining and updating of RCC webpages;
- Assist in collecting inputs from internal and external stakeholders for RCC newsletters;
- Support the sharing of RCC-related information through social media;
- Support the preparation of RCC-related articles and information material;
- Assist in organizing workshops and other events and interactions, where appropriate in cooperation with other secretariat teams, Parties and external organizations

2. Supporting increase engagement of internal and external stakeholders in the work of the RCCs:

- Support the development and implementation of strategic partnerships with external organizations to enhance the participation of stakeholders and resource mobilization;
- Supports an expansion of the RCC's scope of work to other activities under the secretariat framework;
- Assists in evaluating stakeholder issues in their participation in the work of the RCCs with a view to strengthening their engagement.

3. Support the administration and smooth operation of the RCCs

- Support the organization of regular calls and meetings of the RCCs' Steering Committees, including timely preparation and circulation of agendas, documents and minutes;
- Support the organization of regular calls of all RCCs's staff, including timely preparation and circulation of agendas, documents and minutes;
- Support communication and information sharing between RCCs;
- Provide assistance in the effective use of the SharePoint systems, as well as other similar systems developed for the use of the RCCs.

4. You will perform any other job-related activity required to achieve the goals and objectives of the division and/or 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.

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.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in degree in engineering, development studies, economics, political science, international relations, environmental studies, or a related discipline. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least two (2) years of relevant work experience on issues related to project or programme management and coordination, strategic planning, experience in working with project-based systems and mechanisms, multiple external counterparts/stakeholders.

Language skills:

Required: Fluency in English (both oral and written) is required. Knowledge of another UN official language is desirable.

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 monthly salary and allowances:
US\$ 4,198 to 4,779
(plus variable post adjustment, currently 27.7% 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.