



## VACANCY ANNOUNCEMENT

### Associate Programme Officer, P-2 Means of Implementation Division,

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
8 August 2021 23:59 hrs CET	VA 21/039/Mol	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 09 July 2021, Post number: 31033858, Funding: 40FCA, 16802

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 will you be working**

The post is located in the UNFCCC secretariat in Bonn, Germany, in the **Means of Implementation division (MOI)**, which provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement by supporting the climate finance architecture, international cooperation on climate technology development and transfer, and the implementation of the capacity-building arrangements and processes.

#### **What will you be doing**

Reporting to the Director, Means of Implementation (D-1), you will be responsible for assisting with the planning and coordinating of key outreach initiatives with internal and external partners of the UNFCCC.

#### **Your responsibilities**

##### **1. Assisting in the preparation of MOI's outreach missions, you will:**

- Provide substantive support for visits to international organizations, Ministries, conferences, etc. in conjunction with the responsible units of other secretariat divisions by carrying out basic research activities on topics to be discussed during respective visits, analyzing and subsequently presenting suggestions to the Director for consideration;
- Coordinate the preparation of mission files with relevant background papers and speaking notes;
- Provide administrative and substantive support towards logistical arrangements at relevant events;
- Collect follow-up data and information of mission outcomes, as well as resultant feedback, identifying problems and issues to be addressed, and recommends actions to be taken.

##### **2. Assisting in the coordination and preparation of background material for planned missions, you will:**

- Collect relevant data, researching and preparing inputs to briefs and background information for the Director's use in consultations and meetings;
- Contribute to the preparation of various written outputs by drafting background papers and



through the substantive creation of presentations for the Director.

**3. Assisting with the coordination of communication processes between MOI and other divisions of the secretariat, as well as between secretariat staff at large, you will:**

- Draft articles for publication on the intranet and via 'all-staff' messages; liaise with the Communications and Engagement division's Mechanisms Knowledge Management unit in order to maintain and update relevant communication content on the UNFCCC website or on any other relevant or related platform;
- Contribute to the updating and follow-up of SharePoint platform/s and other tools for internal communications, where coordination of the involvement of the Director in any relevant processes, are concerned;
- Assist with intelligence-gathering related to the missions of the MOI Director, the intergovernmental process/s or any other aspect of the secretariat's work, through communication with the MOI sub-divisions and all other involved divisions.

**4.** You will also coordinate bilateral meetings including the preparation of background information and the taking of notes during such meetings and assist in the follow up of responses to external communications and invitations to the Executive Secretary and/or Director and to the secretariat in general, in coordination with the Director's office.

**5. You will perform any job-related activity** required to meet the overall goals and objectives of the Means of Implementation division, as well as those of secretariat-wide mandates.

**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.

**Managing self:** Controls emotions and regulates own interpersonal style and approach to relate well to others, even in difficult work environments; Empathizes, understands others' perspectives and handles people and situations with diplomacy and tact; Resolves conflicts constructively and takes action to prevent them; Stays productive and focused when dealing with crises and emergencies; Is



resilient and flexible and operates effectively when faced with new ideas or evolving situation; Is receptive to feedback and open to adjust own behavior.

### **Your qualifications**

#### **Educational Background:**

**Required:** Advanced university degree (Master's degree or equivalent) in media management, social sciences, environmental studies, natural sciences, development studies, or 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 of relevant professional experience on climate change and sustainable development, with a focus on outreach and communication-related work. Experience in compiling, analyzing and updating information and/or content of information systems, databases or webpages is also required.

#### **Language skills:**

**Required:** Fluency in English is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and through experience in representation and catalyzing consensus among diverse partners. Knowledge of a second official UN language is desirable.

#### **Specific professional knowledge and skills and Job-related skills**

Specific professional knowledge: Knowledge and experience on climate change finance or technology issues is desirable as well as familiarity with the UNFCCC intergovernmental process. Knowledge of information exchange and interaction with various stakeholders including governments, international organizations, private sector and NGOs is also an important asset.

Job-related skills: Sound analytical and strong drafting skills; good planning and organizational skills. Knowledge and experience in outreach on adaptation, organizing and implementing media presence, substantive support to the high-level events and representation

#### **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.



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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.

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