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## VACANCY ANNOUNCEMENT

### CONFERENCE AFFAIRS SERVICES (CAS) PROGRAMME

#### Observer Organizations Liaison Unit

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 14/048/CAS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>24 June 2014</b>
<b>DEADLINE FOR APPLICATION</b>	<b>23 July 2014</b>
<b>TITLE AND GRADE:</b>	<b>Associate Observer Organizations Liaison Officer P2</b>
<b>POST NUMBER:</b>	<b>FRA-2942-V242-P2-001</b>
<b>DURATION OF APPOINTMENT:</b>	<b>Starting as soon as possible through 31 December 2015 with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>

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#### Background

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 Conference Affairs Services (CAS) programme provides comprehensive conference services for all sessions of the UNFCCC Convention and Kyoto Protocol bodies, as well as meetings and workshops organized in the intergovernmental climate change process. These services include conference and working facilities for up to 10,000 participants; liaison with Parties, Observer States, IGOs and NGOs; security and protocol arrangements; registration of participants to sessions and meetings; travel arrangements for participants from Parties eligible for funding; the planning and editing of parliamentary documents; and coordination of document registration, translation, reproduction, dissemination and storage.

The Observer Organizations Liaison Unit of CAS is responsible for ensuring observer engagement in the process. The work includes eligibility assessment of applicant organizations for admission as observers to the process, policy setting for observer engagement in the process, coordination of side events and exhibits at sessions, facilitation of other in-session observer engagement and of observer participation in inter-sessional workshops, communication with the general public as well as admitted observer organizations on participation in the process.

#### Responsibilities

Under the supervision of the Observer Organizations Liaison Officer (P-3), the incumbent will carry out projects relating to admission, various modes of observer engagement and conducts research and drafts strategy for observer engagement. The functions of Associate Observer Organizations Liaison Officer include:

- Review and research stakeholder engagement;
- Promote virtual participation of stakeholders;
- Eligibility assessment for new applicants for observers;
- Coordinate in-session activities such as side events, exhibits and media stunts;
- Enhance web communication on the modes of observer engagement.

1. Review and research stakeholder engagement

- a. Carry out research on other models of stakeholder engagement within the UN system and prepare draft proposal for enhancing observer engagement;
  - b. Review, analyze and interpret data collected and prepare preliminary conclusions on the role of additional activities.
2. Promote virtual participation of stakeholders
    - a. Research and identify options for virtual participation and draft a proposal of project implementation;
    - b. Coordinate and liaise with relevant Programmes on the implementation of virtual participation;
    - c. Promote virtual participation of stakeholders by preparing information package to Parties and observers;
    - d. Ensure logistical set up on site during sessions for virtual participation of stakeholders.
3. Assess eligibility of new applicants as observers:
    - a. Review, analyze and interpret data collected and prepare preliminary conclusions on the eligibility assessment of the applicant organizations for admission as observers in the UNFCCC process;
    - b. Determine the eligibility and competence of applications and identify problems and prepares preliminary conclusions on their status;
    - c. Produce synopses for review by the Legal Affairs and the COP/CMP Secretary's team;
    - d. Carry out research on national legal system of different countries relating to establishment of an entity with juridical personality; advise applicants on the requirements and solutions for their submission of applications;
    - e. Ensure that updates on the legal status of admitted organizations is received every 3 years;
    - f. Draft policy proposals relating to the admission process;
    - g. Work closely with the programmer and provide input on the development of an online application system for admission and test its functionality.
4. Coordinate in-session activities such as side events, exhibits and media stunts:
    - a. Plan and manage side events and exhibits using the online system (SEORS) and make recommendations of allocations based on relevant inputs including communication with all categories of the applicants;
    - b. Plan and manage media stunts at sessions liaising with UN Department of Safety and Security and requesting observers;
    - c. Draft documents for information products (such as side events and exhibits brochures, the official webpages, inputs to the Daily Programme) necessary to complement the arrangements of the Host Country and disseminate the secretariat policies and useful information to participants;
    - d. Communicating, including official correspondences, with observer organizations and Parties and other secretariat Programmes and respond to their inquiries/requests related to their applications;
    - e. Ensure logistical arrangements for side events, exhibits and media stunts be in place including supervision of reassigned secretariat staff and local staff;
    - f. Prepare post-session documents and analysis including policy advice; and
    - g. Manage 'Climate Change Publications Counter' and 'Climate Change Studio' including facilitation of the memorandum of understanding for the latter;
    - h. Implement sustainable event initiatives in the areas of side events, exhibits and media stunts.
5. Enhance web communication on the modes of observer engagement:
    - a. Monitor, analyze and review the current use of web-portal and identify problems and issues to be addressed and recommend improvements;
    - b. Implement relevant proposals in coordination with relevant programmes.

### **Requirements**

**Education:** First level university degree (Bachelor or equivalent) in business or public administration, international relations, law, social sciences or related field.

**Experience:** At least 3 years of related experience at the professional level preferably in international environment.

**Specific professional knowledge:** Good knowledge of the work of civil society organizations, non-governmental and inter-governmental organizations and stakeholder engagement.

Knowledge of intergovernmental process and event/media management is an asset.

**Job-related skills:** Effective oral and written communication skills; planning, prioritising, and organizing; research and analytical skills; interpersonal skills to engage with wide range of audience and stakeholders.

**Language requirements:** Fluency in English. Working knowledge of other UN languages is an asset.

### **Selection Process**

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Working with teams; Being responsive to clients and partners; Managing self; and Delivering results.

### **To apply**

Candidates whose qualifications and experience match the requirements for this position, 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:       USD 46,819 to 52,745 net (without dependents)  
  USD 49,916 to 56,454 net (with dependants)  
  (plus variable post adjustment, currently 54.6% of net  
  salary), plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>