



VACANCY ANNOUNCEMENT

FINANCE, TECHNOLOGY AND CAPACITY BUILDING (FTC) PROGRAMME

ANNOUNCEMENT NO:	VA 12/075/FTC
PUBLICATION/TRANSMISSION DATE:	01 October 2012
DEADLINE FOR APPLICATION:	30 October 2012
TITLE AND GRADE:	Associate Programme Officer, P-2
POST NUMBER:	FCA-2925-P2-001
INDICATIVE NET ANNUAL SALARY:	US\$ 46,730 to 52,645 (without dependents) US\$ 49,821 to 56,347 (with dependents) (plus variable post adjustment, currently 42% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

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 Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

Responsibilities

Under the general guidance of the Manager (P-5), Finance and Capacity Building sub-programme and direct supervision of the Team Leader of the Capacity Building and Outreach unit, the Associate Programme Officer assists with regular monitoring and reporting of capacity-building in support of the Convention and Kyoto Protocol processes. The officer also supports the intergovernmental work and negotiations under different bodies to the UNFCCC on matters related to capacity-building, taking into account guidance from Parties. In particular the incumbent:

1. Supports the intergovernmental process on capacity-building:

- a. Provides substantive support to the intergovernmental processes dealing with capacity-building.

2. Preparation of reports on capacity-building:

- a. Develops and implements a monitoring system for capacity-building activities by tracking, researching and analyzing information on capacity-building, gathering from diverse sources (Parties, IGOs, and NGOs), and ensuring accessibility via the information systems of the CBO Unit;
- b. Compiles and analyzes information on best practices and lessons learned in capacity-building, and disseminates this information to Parties and other target audiences through reports, brochures, e-newsletter, websites, etc.;
- c. Prepares inputs for annual progress reports on capacity-building as part of the regular monitoring of capacity-building framework for developing countries and countries with economies in transition;

- d. Identifies and recommends information opportunities, activities and approaches for capacity-building, taking into account the situation/topic and target audience.

3. Inter-agency collaboration:

- a. Identifies key contacts/constituencies and opportunities for strategic partnerships on capacity-building and maintains working relationships with the same.

4. Performs other duties as assigned.

Requirements:

- First level university degree in environmental or natural science, communications, development studies or a related discipline.
- At least three (3) years of progressive experience in an international/national organization with strong drafting and communication skills.
- At least three years of directly related experience at the national or international level in environmental protection or climate change issues, communication and public awareness, stakeholder engagement, or related fields. International experience desirable. Familiarity with information exchange and interaction with various stakeholders including governments, intergovernmental and non-governmental organizations, research institutions, and private sector desirable. Experience in compiling, analyzing and updating information and/or content of the information system, database or webpages is an important asset. Experience in drafting policy and analytical papers is desirable.
- Sound analytical and drafting skills. Good communication skills. Good planning and organizational skills.
- Fluency in English (both oral and written) is essential. Working knowledge of another UN official language is desirable.

Evaluation criteria

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the area of work; good research, analytical and problem-solving skills; ability to apply judgement in the work environment; the capacity to plan own work and manage conflicting priorities.

Commitment to continuous learning: Willingness to keep abreast of new developments in their field of work.

Communication: Good verbal and written communication skills, including the ability to draft/edit a variety of written reports and to articulate ideas in a clear and concise style.

Technological Awareness: Ability to make effective use of required computer software and other equipment relevant to the post.

Teamwork: Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization. Ability to provide effective support in relation to work conducted by colleagues.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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. **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.**