



TEMPORARY JOB OPENING

Associate Programme Officer, P-2
Communications and Engagement division,
Engagement Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
25 August 2024 23:59 hrs CET	24/TJO23/C&E	As soon as possible	6 months with possibility of extension	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 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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Communications and Engagement division, which serves multiple cross-cutting objectives, including communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders so as to facilitate climate action and increase ambition.

The Engagement subdivision facilitates climate action by Parties and non-Party stakeholders, observer engagement, partnerships, gender integration and Action for Climate Empowerment (ACE). It will facilitate global climate action in support of the full implementation of the Convention, Kyoto Protocol and the Paris Agreement, and will encourage non-Party stakeholders to support the work by Parties, through voluntary and ambitious climate action.

Within the subdivision, the incumbent reports to the Team Lead (P-4), Action Empowerment Unit. The unit supports the implementation of the gender work programme by organizing activities to raise awareness, build capacity and enhance knowledge of gender-responsive climate policies and actions, and provides support to the intergovernmental process on gender and climate change. It also supports the implementation of ACE and youth agendas.

Your responsibilities

1. Supporting the intergovernmental process on gender and climate change:

- Research and draft process documents, including inputs to briefing and speaking notes for presiding officers and senior secretariat management;
- Support the organization of gender-related mandated and other Subsidiary Body for Implementation (SBI) events and the Conference of the Parties (COP); analyses background documents, preparing draft programmes, and identifying and liaising with speakers;



2. Supporting the implementation of the Lima work programme on gender (LWPG) and its gender action plan:

- a. Support the organization by the secretariat or partners of virtual and in-person LWPG and gender action plan workshops, technical expert group meetings and other events, including preparing draft programmes, identifying and liaising with speakers etc;
- b. Support the development and organization of capacity-building workshops for UNFCCC constituted bodies, including liaising with the secretariat teams supporting each constituted body;
- c. Research and draft official reports;
- d. Facilitate support to build and strengthen the skills of National Gender and Climate Change Focal Points;
- e. Coordinate inputs related to integrating gender considerations in the work of other teams within different Divisions, including inputs to official reports;
- f. Assist the Unit Lead in coordinating with the UNFCCC Communications subdivision to develop communications materials and promote UNFCCC gender-related activities and priorities.

3. Supporting the preparation of a strategy and action plan for a diverse and inclusive secretariat:

- a. Research best practices for the development of organizational gender, diversity and inclusion strategies and associated action plans;
- b. Assist with the coordination of staff and management participation and input in the implementation of the secretariat's gender, diversity and inclusion strategy and action plan;
- c. Prepare first draft proposals of updates to the gender, diversity and inclusion strategies and action plan, taking into account best practices, as well as input from staff and management;
- d. Prepare news and information articles on gender equality, diversity and inclusion in the context of organizational culture;
- e. Assist in the preparation and drafting of the annual report under the UN System Wide Action Plan on gender equality and the empowerment of women.

4. Perform any other job-related activity required to achieve the goals and objectives of the gender team, unit, 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.

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.

Delivering results: Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.



Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) degree in international relations, gender or women's studies, development studies, social sciences, economics or related discipline. A first-level university degree in combination with two 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 working experience in gender equality in a sustainable development or environment context with at least 1 year of experience in an international setting. Experience in writing technical and official reports. Experience working on climate change issues is required.

Language skills:

Required: Fluency in English (both oral and written) is required; knowledge of another UN official language is an asset.

Other:

Experience in writing technical and official reports in a UN context and supporting the organization of intergovernmental meetings is highly 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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
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\$ 4,198
(plus variable post adjustment, currently 43.1% of net salary),
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>



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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.
