



VACANCY ANNOUNCEMENT

Associate Programme Officer, P-2
Adaptation Programme
National Adaptation Plans and Policy Sub-programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 September 2017	VA 17/013/A	As soon as possible	One and half years 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 historic Paris Agreement by 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 Adaptation programme of the UNFCCC secretariat supports the intergovernmental process. This process includes activities relating to national adaptation plans (NAPs), national adaptation programmes of action (NAPAs), the Nairobi work programme (NWP), the work programme on loss and damage, the Adaptation Committee (AC), research and systematic observation under the Subsidiary Body for Scientific and Technological Advice (SBSTA), and support for the implementation of adaptation action under the Subsidiary Body for Implementation (SBI) and the Ad Hoc Working Group on the Paris Agreement (APA). The Adaptation programme also engages Parties and stakeholders including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders. The programme addresses the process of reviewing the adequacy of the long-term global goal under the Convention and the global stocktake under the Paris Agreement and the consideration of various matters related to climate science.

Where will you be working

The Associate Programme Officer post is located in the National Adaptation Plans and Policy subprogramme of the Adaptation Programme, which is accountable for technical support and guidance to developing country Parties on national adaptation plans (NAPs) and the least developed countries (LDCs) on national adaptation programmes of action (NAPAs), and supports the work of the LDC Expert Group (LEG).

What will you be doing

Reporting to the Manager of the NAPP subprogramme, you will be accountable for:

- Support to intergovernmental processes
- Support the work of developing countries on national adaptation plans
- Support monitoring and record-keeping of adaptation plans and communications

You will have the following responsibilities:

1. Supporting the intergovernmental processes on national adaptation plans, you will:
 - Prepare substantive technical analyses and documentation to support the negotiations;
 - Compile, analyse and/or draft technical studies on climate change adaptation issues;



- Suggest policy proposals based on the results of these studies for inclusion in reports to the Subsidiary Bodies (SBs) and relevant working groups;
 - Compile briefing notes, talking points and background information as well as respond to SB requests for reports and assessments; and
 - Draft conclusions/decisions, and take notes during meetings.
2. Supporting the work of developing country Parties on national adaptation plans, you will:
- Provide guidance to developing country Parties on the process to formulate and implement national adaptation plans, including by supporting the work of the LDC Expert Group (LEG) and its working groups;
 - Prepare outreach materials, and organize training and briefings of national focal points and other stakeholders, as necessary;
 - Organize and/or make presentations of a general technical nature at training workshops and/or in-country events to engage relevant stakeholders;
 - Attend interagency meetings and other gatherings to exchange information; and
 - Establish and maintain a wide range of contacts, including stakeholders involved in training and in-country activities.
3. Supporting monitoring and record-keeping of adaptation plans and communications, you will:
- Maintain existing databases and develop requirements for the design, testing and operation of NAP Central web system;
 - Develop requirements for the design, testing and operation of the registry for adaptation communications, based on guidance and timelines set by the Parties;
 - Coordinate with the ITC Programme to identify and develop functionality requirements;
 - Liaise with national focal points to facilitate data and document submissions on NAPs;
 - Conduct data analysis and oversee the operation of interactive data systems linking to national and local government reporting systems; and
 - Conduct regional, country and/or sectoral research and analyses on climate change adaptation issues and policy developments relevant to the concerns of the secretariat; and
 - Compile and synthesize any relevant information communicated by Parties in the context of assessing progress relating to NAP formulation and implementation, support provided and received, possible needs and gaps as well as information relevant to means of implementation, including for consideration at meetings of the LEG.
4. You will perform any other job related activity required to achieve the goals and objectives of the team, the subprogramme, the programme or the secretariat.

What are we looking for

Educational background

Required: First level university degree in economics, social sciences, environmental studies, natural sciences, engineering, development studies, or a related discipline.

Experience

Required: At least three (3) years relevant professional working experience on climate change, sustainable development, economics, or social issues, with strong drafting skills on policy and technical papers.

Desirable: Experience in compiling, analysing and updating information and/or content of information systems, databases or webpages.



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.

Desirable: Knowledge of a second official UN language is desirable

Specific professional knowledge

Required: Knowledge and experience on assessing, in a comprehensive and facilitative manner, collective progress towards formulation and implementation of adaptation plans as well as familiarity with the UNFCCC intergovernmental process.

Asset: Knowledge of information exchange and interaction with various stakeholders including governments, international organizations, research institutions, private sector and NGOs is also an important asset.

Job related skills

Required: Sound analytical and strong drafting skills; good planning and organizational skills.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying professional expertise, communicating with impact, delivering results, working with teams.

How to apply:

Candidates, whose qualifications and experience match what we are looking for, 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. Indicative net annual salary and allowances: US\$ 46,026 to USD 52,389 (plus variable post adjustment, currently 33.7% of net salary), plus other UN benefits as indicated in the link below:

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