



VACANCY ANNOUNCEMENT

Programme Officer, P3 Executive Division Office of the Executive Secretary (OES)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
24 March 2024 23:59 hrs CET	VA 24/012/E	As soon as possible	Two years with possible 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 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.

Where will you be working:

The Programme Officer's post is located in the Executive Division and more specifically in the Executive Engagement and Support Unit, which provides support to both the Executive Secretary (ES) and the Deputy Executive Secretary (DES). The unit develops, coordinates and delivers substantive and operational support for internal and external engagements, including all outreach activities and interactions with and support to the UN Secretary-General. It is responsible for cooperation with the Executive Office of the Secretary-General and its Climate Change Team; supporting the participation of the ES and DES in senior UN management decision-making bodies, and coordinating the high-level interactions of the ES and DES with UN entities and other intergovernmental organizations to increase coherence and exploit synergies. The unit drafts and processes executive correspondence; provides secretariat-wide advice related to correspondence and development of Standard Operating Procedures (SOPs); and tracks and processes missions of the secretariat and related documentation, including responses to organizers.

Reporting to the Chief of Staff (P-5), the Programme Officer coordinates outreach activities to a broad range of stakeholders; the Programme Officer provides analytical support for the Executive Office; as well as overall support to the Executive Secretary's missions and strategic outreach and communications.

You will have the following responsibilities:

- Support the preparation of the Executive Secretary's outreach missions, including missions of staff members attending events on his/her behalf, in conjunction with the responsible units of divisions in the secretariat by drawing up programmes of visits to international organizations, ministries, conferences, etc.; finalize the preparation of speaking engagements to ensure protocol procedures and smooth logistical arrangements at events, as well as maintaining a strategic overview; prepares background material and speaking notes for mission files;
- Contribute to the preparation of speeches, articles, statements, social media posts, and background material with the strategic communications team to ensure appropriate



messaging;

- Research and prepare inputs to briefs, technical analyses, and background information for the Executive Secretary's use in interviews and meetings, and other relevant needs of the Executive Office;
- Coordinate bilateral meetings, including scheduling; prepare background information and takes notes and supports the Executive Secretary during meetings of the Conference of the Parties (COP) and its Subsidiary Bodies by preparing background notes and briefings; report on relevant developments in negotiations and side-events and prepare draft summary reports on bilateral meetings;
- Ensure consistent and timely communication and information sharing directly from or on behalf of the ES, as directed; draft correspondences, notes-to-file, and responding to queries, providing guidance and advice;
- Perform any job-related activity required to meet the overall goals and objectives of the Executive Office.

Key results of your work:

Directly contribute to the effective management, communication, coordination, analysis, as well as operational and strategic engagements undertaken by the Office of the Executive Secretary.

Contribute to technical reports including donor reports

Competencies

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes



and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Your qualifications

Educational Background

Advanced university degree (Master's degree or equivalent) in business administration, economics, social sciences, international relations, or related field.

A first-level university degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

A minimum of five (5) years of relevant experience in intergovernmental administration, including working with coordinating and liaising with various senior level stakeholders.

Expertise in substantive analysis and drafting.

Language

Proficiency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

Other

Excellent analytical and communication skills, flexibility and organizational skills with strong capacity in multitasking, in particular in high-pressure situations.

What is the selection process

Evaluation of qualified candidates may include an assessment exercise which will 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.
3. Indicative net annual salary and allowances:
US\$ 64,121 to US\$ 71,906
(plus variable post adjustment, currently 41.1% of net salary),
plus other UN benefits as indicated in the link below:

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



Page 4

UNFCCC 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.
