



**VACANCY ANNOUNCEMENT
ADAPTATION PROGRAMME**

Science and Review

VACANCY ANNOUNCEMENT NO:	VA 13/040/A
PUBLICATION/TRANSMISSION DATE:	21 May 2013
DEADLINE FOR APPLICATION	19 June 2013
TITLE AND GRADE:	Associate Programme Officer, P-2
POST NUMBER:	FCA-2926-P2-002
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 overall purpose of the Adaptation Programme is to support the intergovernmental process in relation to adaptation, including the process of reviewing the adequacy of the long-term global goal (LTGG). LTGG refers to reducing global greenhouse gas emissions so as to hold the increase in global average temperature below 2 °C above preindustrial levels, consistent with science and on the basis of equity; it also recognizes the need to consider strengthening the long-term global goal on the basis of the best available scientific knowledge, including in relation to a global average temperature rise of 1.5 °C.

The Science and Review (SR) sub-programme consists of two entities: the Science, Research and Systematic Observation (SRSO) unit and the Review and Shared Vision (RSV) Workstream. This post is located in the RSV Workstream, which is accountable for the review of the adequacy of the LTGG.

The Associate Programme Officer supports the periodic review of the adequacy of the LTGG, and the progress made towards achieving this goal as well as the negotiations on applying the principles of the Convention, including equity, in the new climate change agreement to be adopted in 2015. S/He reports to the SR sub-programme manager who leads the work of the workstream. The Key results/accountabilities are:

- Development and implementation of LTGG periodic reviews;
- Support to the intergovernmental process;
- Technical documentation development;
- Knowledge management.

Responsibilities

1. Supports the establishment and conduct of the periodic reviews of the adequacy of the LTGG, including the lead-up and conduct of the first review, and the Structured Expert Dialogue of the review. Activities include but are not limited to:

- a. Applying the best available scientific knowledge, including the assessment reports of the Intergovernmental Panel on Climate Change and observed impacts of climate change to assess the current level of dangerous anthropogenic interference with the climate system;

- b. Designing a framework for LTGG periodic reviews, including the methodology, policy, procedures and models for implementation to guide the conduct of these reviews;
 - c. Conducting periodic reviews/assessments of the overall aggregated effect of the steps taken by Parties in order to achieve LTGG, and
 - d. Analysing and reporting on a potential strengthening of the LTGG, referencing various matters presented by the science, including in relation to temperature rises of 1.5 °C.
2. Supports relevant negotiations on the review of the LTGG and the application of the principles of the Convention. Activities include but are not limited to:
- a. Planning and organizing the work of the Structured Expert Dialogue established at COP 18 to support the work of the subsidiary bodies on the review and to ensure the scientific integrity of the review;
 - b. Writing or coordinating the drafting of technical studies of climate change issues and policies relevant to LTGG;
 - c. Suggesting policy proposals based on the results of these studies for inclusion in reports to the relevant committees;
 - d. Monitoring and analysing the LTGG reviews, identifying problems and issues to be addressed; proposing necessary actions;
 - e. Drafting various technical documents (e.g. briefing notes, talking points, background information) for Chairs/Co-Chairs of the SBSTA, SBI and ADP; responding to various requests including reports and assessments; drafting joint SBSTA and SBI as well as COP conclusions/decisions.
3. Prepares technical documents and reports to support the review of LTGG. Activities include but are not limited to:
- a) Conducting research and analyses on LTGG issues and policy developments relevant to the concerns of the secretariat;
 - b) Drafting reports on the review of LTGG, analyses and analytical studies as well as strategies;
 - c) Organizing, guiding and monitoring the work of external consultants;
 - d) Drafting informational products for dissemination via the website or in brochures, newsletters, etc.;
 - e) Maintaining the web-portal of the review of LTGG, and
 - f) Drafting any other user-friendly information and knowledge products as required.
4. Supports the Programme's Knowledge Management function. Activities include but are not limited to:
- a. Ensuring substantive information sharing within and between programmes regarding relevant activities to enhance synergy as well as coordination of the Secretariat's work. Identifying best practices, creating and adopting further data and information sharing within the Secretariat in collaboration with the Knowledge Management and Information Service to enhance the level of organizational knowledge sharing;
 - b. Participating in environmental scanning for current knowledge and science, best practices and lessons learned pertaining to adaptation issues;
 - c. Serving as Adaptation programme thematic focal point in the incumbent's area of expertise/interest with a view to coordinating responses to requests for internal peer review of technical documents, speeches and mission talking points, and
5. Performs any other job related activity required to achieve the goals and objectives of the team, the sub-Programme, the Programme or the Secretariat.

Essential Requirements

(Only candidates who meet the requirements stated below will be considered.)

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

Experience: 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

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papers is required. Experience in compiling, analysing and updating information and/or content of information systems, databases or webpages is also desirable.

Specific professional knowledge: Knowledge and experience on climate change adaptation issues is desirable as well as familiarity with the UNFCCC intergovernmental process. 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: Sound analytical and strong drafting skills; good planning and organizational skills.

Language requirements: Fluency in English is required, including strength in both written and oral communications as demonstrated through the writing of technical and other official documents and through experience in representation and catalysing consensus among diverse partners. Knowledge of a second official UN language is desirable.

Expected competencies

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 judgment in the work environment; 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.

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:** US\$ 46,730 to 52,645 net (without dependents)
US\$ 49,821 to 56,347 net (with dependents)
(plus variable post adjustment, currently 51.9% of net salary)
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>