



VACANCY ANNOUNCEMENT

Programme Officer, P-3
Operations Coordination Department
Resource Mobilization and Partnership Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
6 April 2023 23:59 hrs CET	VA 23/033/OC	As soon as possible	One year 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.

Operations Coordination will ensure the strategic focus, effective coordination and operational improvement of the Operations department by collaborating with Programmes Coordination and Executive in taking and reviewing decisions on the strategic direction and priorities of the secretariat and the corresponding allocation of resources. It will ensure that all divisions of the department contribute to the secretariat's aspiration to remain a strategically agile and effective organization, fostering the organization-wide culture and values of innovation, agility and flexibility for the achievement of its goals and mandates. Operations Coordination will take a coherent, secretariat-wide approach to resource mobilization and partnerships through coordination, policy support, processes, capacity-building and development of the required intelligence, tools, resources and services.

Where will you be working

This position is located in the **Resource Mobilization and Partnerships** subdivision, Operations Coordination Department, which provides strategic support and advice to ensure a coherent secretariat-wide approach to resource mobilization and partnerships through coordination, policy support, processes, capacity-building and development of the required intelligence, tools, resources and services, and reports directly to the Chief (P5) of Resource Mobilization and Partnerships.

Your responsibilities

1. Providing strategic support and advice in relation to the secretariat-wide coordination of resource mobilization:

- Provides input in the development and coordination of the Resource Mobilization and Partnership strategy for the secretariat, including setting priorities, establishing funding goals and benchmarks for Party and other public sector partner portfolios;
- Tracks, reports and manages the performance of portfolios against key targets and indicators;
- Proactively identifies, engages and develops strategic relationships and trusted partnerships with new and existing donors and partners in coordination with the responsible account managers and the respective UNFCCC division, seeking to align with prospective partners' corporate strategy, and priorities;
- Coordinates and collaborates with the Communications and Engagement division on outreach



and marketing activities relevant to advocating, communicating and strengthening the positioning of the UNFCCC and its mandates and priorities;

- Supports divisions in their resource mobilization and partnerships building activities, as required;
- Monitors and analyses Official Development Assistance and partnership trends so that market opportunities may be capitalized on, ensuring that the UNFCCC partnership value proposition remains compelling and competitive;
- Provides comprehensive mapping of key public organizations, including Party governments, multilateral development banks and UN and non-UN organizations, their funding priorities and UNFCCC's eligibility and position to approach them;
- Assists in developing new products and value propositions for the secretariat as a means of attracting new donors and coordinating innovative finance initiatives.

2. Developing partnerships to maximize financial and non-financial resources in support of the secretariat:

- Builds and manages internal and external networks to assist in the identification, cultivation and solicitation of support from donors and partners;
- Provides donor-specific intelligence to contribute to the prioritisation, presentation and proposal development in maximizing resource mobilisation opportunities;
- Identifies and manages partnership risks and opportunities; informs and alerts, when necessary relevant teams on relationship opportunities and risks with a goal to mobilize new and additional sources of income;
- Identifies funding opportunities and assures timely top-quality proposals submission;
- Leads on partnership negotiations, proposal submissions and pitches;
- Designs, initiates and implements outreach and solicitation activities, conducting training and capacity building workshops, seminars, etc.; makes presentations on assigned topics/activities;
- Sets normative guidance for interactions with partners and provides guidance to internal clients;
- Prepares a variety of written documents/reports such as fundraising letters, acceptance letters, work programme, programme budget, up-to-date funding status, background papers, analysis, sections of reports and studies, inputs to publications;
- Generates survey initiatives and designs data collection tools; reviews, analyses and interprets responses, identifies problems/issues, publishes results and prepares recommendations;
- Develops clear, compelling presentations, proposals, and reports for donors, partners and private sector audiences;
- Ensures open and relevant communication is maintained between UNFCCC and its donors and partners, particularly to obtain narrative and financial report information, and in writing reports, updates etc. for key partners in a timely manner;
- Provides official and unofficial donor updates to demonstrate progress and impact to the donor (e.g. newspaper articles, website coverage, photos and short videos from the field, key staff profiles, etc);
- Acts as the focal point and responsible person to respond to any ad-hoc requests from donors and partners.
- Performs any other job-related activity required to achieve the goals and objectives of the unit, the subdivision, the division or the secretariat.

3. Ensuring appropriate risk measures are in place:

- Supports the Partnership Committee and internal due diligence processes;



- Ensures new partnerships align with UNFCCC's due diligence standards and liaises with internal teams in divisions, the Executive Division and the Communications and Engagement division to ensure risks are managed and mitigated.

Competencies

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.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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 (M.A. or equivalent) in Social Science, Communication, International Relations, or Business or Public Administration or relevant field. A first level university degree (B.A. or equivalent) in combination with two additional years of qualifying experience may be accepted in lieu of the advanced degree.

Experience

Required:

- A minimum of five (5) years combined experience in resource mobilization and development of strategic partnerships, business development, and securing donations from donors and partners, including governments, multilateral development banks and other UN and non-UN organizations, with demonstrable experience of partnership development;
- Knowledge of current theories and practices in resource mobilization and grant policies of the United Nations;
- Understanding of Official Development Assistance and public sector grant policies gained through work experience;
- Proven experience of identifying, developing and securing a new funding pipeline, including successfully securing new corporate partnerships at a US\$ 7-figure per year and above funding value is desirable;
- Understanding of climate change issues or international development gained through work experience;



Asset:

- Understanding of sustainable development, economics, finance or social issues would be considered an asset.

Language skills

Required: Fluency in English (both oral and written) is required.

Asset: Knowledge of another official UN language is an asset.

Specific professional knowledge and skills

Required:

- Demonstrated social media skills;
- Ability to work well with others and work with teams;
- Excellent oral and written communication skills;
- Sound problem-solving skills;
- Competent level of IT skills (SharePoint and other collaboration tools).

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. 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 35.4% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

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.