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**VACANCY ANNOUNCEMENT**

**COMMUNICATIONS AND KNOWLEDGE MANAGEMENT SERVICES (CKMS) PROGRAMME**

**Knowledge Management sub-programme**

<b>VACANCY ANNOUNCEMENT NO:</b>	<b>VA 12/097/CKMS</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>20 December 2012</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>18 January 2013</b>
<b>TITLE AND GRADE:</b>	<b>Associate Public Information Officer, P-2</b>
<b>POST NUMBER:</b>	<b>FRA-2943-V252-P2-001</b>
<b>INDICATIVE ANNUAL SALARY:</b>	<b>US\$ 46,730 to 52,645 (without dependents)</b> <b>US\$ 49,821 to 56,347 (with dependents)</b> <b>(plus variable post adjustment, currently 46.1 of net salary) plus other UN benefits and pension fund</b>
<b>DURATION OF APPOINTMENT:</b>	<b>One year with possibility of extension</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</b>
<b>EXPECTED DATE FOR ENTRY ON DUTY</b>	<b>As soon as possible</b>

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**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 Communications and Knowledge Management Services manages and facilitates work related to external communications, on-line public information, media relations and services, and internal knowledge management services to support the UNFCCC and the Kyoto Protocol processes.

**Responsibilities**

The post of the Associate Public Information Officer is located in the Knowledge Management sub-programme, which is accountable for advice and support to build an internal working culture based on collaborative work practices and sharing of organizational knowledge and information, to opportunities and requirements for organizing and managing information. The incumbent reports to the Chief, Knowledge Management Unit. She/he is accountable for managing the secretariat's internal newsletter, as well as managing the content of the secretariat's Intranet, supporting all internal communication channels of the UNFCCC and supporting in content and information management. The key results expected are:

- Issuance of the internal newsletter
  - Content of the UNFCCC intranet
  - Support in content and information management
1. Develop and manage the secretariat-wide internal newsletter:
    - a) Track, research and analyze on assigned topics;
    - b) Gather information from various sources;
    - c) Draft/compile, monitor, edit and publish the Inside newsletter;
    - d) In consultation with the Office of the Deputy Executive Secretary, organizes the clearance, quality assurance and launch of the publication.

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2. Content management of the Intranet:
  - a) Help to assess content and functionality of the intranet and its potential impact;
  - b) Evaluate the effectiveness by conducting usability tests and interviews, overlooking visitor statistics, conducting feedback sessions and, surveys.
  - c) Manage the Intranet content migration to SharePoint 2010.
3. Secretariat's vision of internal communication:
  - a) Identify key contacts/products and propose opportunities and approaches to facilitate internal communication efforts;
  - b) Monitor, analyse and review the regular update and implementation of the secretariat's internal communication and its ensuing priority actions, i.e. the appropriate use of the Intranet, Inside newsletter, BBL sessions and Digital Signage as internal communication tools.

### **Requirements**

**Education:** First degree (Bachelor of Arts) in Communication, Knowledge Management, International Relations or related field.

**Experience:** A minimum of three years of progressively responsible experience in communication, in particular internal communication, in knowledge management, and information and content management. At least two years of relevant experience with developing internal communication tools and intranets.

**Specific professional knowledge and skills:**

- Knowledge of Intranet management, internal newsletter management, editing, information management, content management, usability testing, knowledge management.
- Writing skills (drafting, editing, compiling), analytical skills (analysis of user statistics), proactivity and motivation (willingness to continuously improve internal communication channels)

**Language requirements:** Excellent (or native speaker) English, other UN languages are an advantage.

### **Evaluation criteria**

**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 judgement in the work environment; the 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. Ability to provide effective support in relation to work conducted by colleagues.

### **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.**