



## ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

**Programme Officer, P-3**  
**(English Editor and Speechwriter)**  
Communications and Outreach (CO) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 June 2017	17/TA12/CO	As soon as possible	Starting 1 July 2017 for seven months	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 **Communications and Outreach (CO)** programme is responsible for external communications, media relations, online public information and outreach to stakeholders in support of the Convention and the Paris Agreement. The programme leads the public advocacy work of the secretariat and the strategic high-level engagement of stakeholders involved in the development of climate change policies. The programme supports the communications and outreach work of the secretariat and will seek to increase the number of outreach partnerships, in particular with the private sector and other key stakeholders, with a view to facilitating enhanced action under the Convention.

### **Where will you be working**

You will be joining the Communications and Outreach programme.

### **What will you be doing**

1. You will provide support to the Executive Secretary and the UNFCCC on outreach activities by:
  - Researching and writing complete speeches, statements, video scripts and other speaking notes for the Executive Secretary, the COP President and other UNFCCC officials and senior secretariat programme staff, as well as the UN Secretary-General, as required;
  - Monitoring and analysing current events, public opinion and press, identifies issues and trends and advises on appropriate actions and responses;
  - Planning, managing and evaluating public communication campaigns that promote public understanding and media coverage of UNFCCC activities, events and views;
  - Producing and overseeing production of other communications products (e.g. press kits, press releases, feature articles, speeches booklets, brochures, backgrounders, audio-visual materials, radio spot programme, etc).
2. You will review and draft English content for the website by:
  - Preparing new and updating existing written outputs such as feature articles, blog posts, Tweets, Facebook posts, to reflect the status of negotiations;
  - Reviewing existing content and overseeing new content development for the Newsroom and the website;



- Developing and maintaining regular corporate content, for events such as climate change conferences, workshops and meetings.

## **What are we looking for**

### **Educational background**

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Required: Advanced university degree (master's degree or equivalent) in communication, journalism, international relations or related field. A first level university degree in combination with quality experience may be accepted in lieu of the advanced university degree.

### **Experience**

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Required: At least five (5) years of progressively responsible experience in public information, journalism, international relations that includes evidence of the use of the full range of communication approaches and tools, evidence of regular production of quality written content in a professional field for the use of senior level representatives or influential publications.

### **Language skills**

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Required: Excellent communication skills (verbal and written) in the English and the Spanish language.

### **Specific professional knowledge**

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Asset: Expertise on climate change and/or environmental issues.

### **Job related skills**

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Required: Ability to write creatively and initiate content clearly and concisely under deadline pressures, and with a developed sensitivity to the political landscape of climate change.  
Ability to implement communication projects and events independently, as well as content creation.  
Ability to work constructively as part of a small initiative-driven team.  
Ability to work directly and confidently with senior UNFCCC managers and representatives in the inter-governmental process.

## **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 monthly salary and allowances:  
US\$ 4,882.00 to 5,474.00; (plus variable post adjustment, currently 28.0% of net salary), plus other UN benefits as indicated in the link below:

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