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**TEMPORARY APPOINTMENT**  
**EXECUTIVE DIRECTION AND MANAGEMENT (EDM) PROGRAMME**  
**Office of the Executive Secretary**

<b>ANNOUNCEMENT NO:</b>	<b>13/TA17/EDM</b>
<b>PUBLICATION/TRANSMISSION DATE:</b>	<b>04 March 2013</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>18 March 2013</b>
<b>TITLE AND GRADE:</b>	<b>Associate Programme Officer, P-2</b>
<b>INDICATIVE MONTHLY SALARY:</b>	<b>USD 3,894 to 4,387 net (without dependents)</b> <b>USD 4,151 to 4,695 (with dependants)</b> <b>plus variable post adjustment, currently 52.3 of net salary), plus other UN benefits</b>
<b>DURATION OF APPOINTMENT:</b>	<b>as soon as possible for an initial period of 9 months</b>
<b>DUTY STATION:</b>	<b>Bonn, Germany</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 Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

**Functions to be performed:**

Under the direct supervision of the Programme Officer and the overall supervision of the Chief of Staff, the incumbent provides support to the programme by assisting in the preparation for external outreach, including the selection and analysis of relevant information on climate change issues from various sources and facilitating inter-programme communication. The incumbent also provides assistance to the Chief of Staff in a variety of tasks, as needed. The duties include:

1. Carry out on-going review, monitoring and analysis of climate change issues. Recommend strategic outreach activities to new and existing partner organizations.
2. Prepare the Executive Secretary's outreach missions by:
  - Drawing up programmes of visits to international organisations, ministries, conferences, etc.;
  - Preparing the mission files with relevant background papers.
3. Prepare/draft, in cooperation with the strategic communications team, a variety of written outputs such as background papers, correspondence, working papers, mission reports, briefings, presentations.
4. Assist the Office of the Executive Secretary in analytical work by reviewing, selecting and analysing relevant internal and external material on climate issues from various sources.

5. Act as focal point for the development and maintenance of the internal and external web page content of the programme and the OES SharePoint site.

### **Essential Requirements**

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

- First level university degree in economics, international affairs, social or environmental science or related discipline.
- At least three (3) years of directly related experience at professional level. Experience with an intergovernmental process and the work of the UN or other international organizations is an asset.
- Fluency in English. Working knowledge of other UN languages is an asset.

### **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.**