



VACANCY ANNOUNCEMENT

Communications Officer, P-3 Communications and Engagement Division Communications Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
28 July 2024 23:59 hrs CET	VA 24/050/C&E	As soon as possible	Two years 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 issues of our time.

Where will you be working

This position is located in the UN Climate Change in Bonn, Germany, in the Content unit of the Communications subdivision of the Communications and Engagement division, which is accountable for serving multiple cross-cutting objectives, including communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders so as to facilitate climate action and increase ambition.

What will you be doing

The Communications subdivision prepares all internal and external communication products, drafting messages, articles, news stories, social & digital media products and any other information for the intranet, website, newsroom, and social media accounts. The subdivision consults and guides client programmes on communications strategy, planning and execution.

The incumbent is responsible for English content production and activities for key communication channels.

Your responsibilities

More specifically, the Communications Officer's responsibilities include:

1. Providing input and editorial quality assurance for English Content:

- Contributes to the development and dissemination of English content for all communication channels such as website/s, social media, podcasts, publications in reflecting the narrative and strategic messaging of UN Climate Change;
- Monitors and evaluates human and technological capability of junior colleagues in order to ensure effectiveness, as a focal point, for online and offline English language publishing;



- Supports the development of strategic partnerships within the UN system and with key constituencies, and maintains professional contacts with editors, designers, publishers and other communications experts and professionals; stays abreast of current trends and developments in the field of climate change;
- Provides guidance to assigned editors and translators with a view to refining their English skills and performance and assisting them in solving problems which require specialized knowledge, linguistic insight and political judgement.

2. Supporting editorial planning and organization of communications operations:

- Liaises with internal and external stakeholders, in-house programmes, UN System agencies, IGOs, NGOs, COP presidencies and other key partners as regards scheduling and planning communication operations around conferences, meetings, announcements, publications and other relevant events;
- Ensures maintenance and enhancement of the unit's English editorial calendar and other collaborative platforms such as SharePoint, Trello, Slack, Dropbox, or Teams; encourages and coordinates contributions from team members;
- Edits English texts for accuracy, clarity, cohesion and conformity, where UNFCCC standards, policy and practice are concerned;
- Consults with author divisions and carries out research to clarify ambiguities and to rectify errors;
- Provides authors or others submitting documentation with information on specific aspects of editorial policy and practice, assisting them in the preparation of articles, social media products and other products.

3. Planning, development and dissemination of communication materials and activities:

- Contributes to UN Climate Change cross-secretariat strategic communications, ensuring key audiences are identified, targeted and expanded;
- Disseminates multimedia editorial content in support of the UN Climate Change communication strategy;
- Provides guidance and support for the maintenance and development of existing and new UN Climate Change communication channels, as required;
- Liaises consultants, and supports or leads the planning, development and dissemination of multimedia content for UN Climate Change websites and social media channels.

4. Performs any other job-related activity: including those required to achieve the goals and objectives of the team, the Communications subdivision and/or the overall Communications and Engagement division and secretariat, including participation in meetings, workshops and/or seminars, and making presentations where appropriate.

Competencies

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication



among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Learning continuously and knowledge sharing: Leverages processes and networks to contribute to the continuous learning and development of subordinates; Grants staff the time and resources necessary to invest in their professional development; Advises, coaches and actively supports staff, in particular women, on their professional growth and career development plans and opportunities; Creates and supports a learning environment in which the collective experience of colleagues is openly shared for the benefit of all.

Your qualifications

Educational Background

Required: Advanced University degree (Master's degree or equivalent degree) in journalism, communications and/or public information and/or related fields is required. A first-level University degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced University degree.

Experience

Required: A minimum of five (5) years of progressively responsible management experience in international communications and/or public relations and/or related fields is required; in-depth knowledge of digital communications (web, app, social media, publishing) is required.

Broad knowledge of the UN system in general (highly desirable).

Language skills

Required: Fluency in English, excellent writing skills in English are required

Asset: Knowledge of other UN Secretariats working languages.

What is the selection process?

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this post.



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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.
4. Indicative net annual salary and allowance:
US\$ 64,121
(plus variable post adjustment, currently 42.4% 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.