



ANNOUNCEMENT FOR TEMPORARY APPOINTMENT

Associate Programme Officer (Gender Team), P-2 Executive Direction and Management (EDM) Programme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
08 March 2019 23:59 CET	19/TA03/EDM	As soon as possible	364 days	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 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.

The Gender Team within the **Executive Direction and Management (EDM)** programme supports the intergovernmental negotiations on gender and climate change including activities mandated under the Lima work programme on gender (LWPG) and its gender action plan. The LWPG and its action plan are expected to be completed by December 2019, with a possible extension following a review of the work programme and action plan at COP 25. Therefore, 2019 is a critical year in the implementation of the work programme and action plan.

What will you be doing

You will be working under the general supervision of the Deputy Executive Secretary, and under the direct supervision of the Team Lead, Gender Team.

Expected key results:

- Support to the intergovernmental process relating to the gender and climate change agenda item under the Convention at SBI 50, SBI 51 and COP 25, and support to the activities assigned to the secretariat under the Lima work programme on gender and its gender action plan.

You will have the following responsibilities:

1. Supporting the intergovernmental process and gender and climate activities under the Lima work programme and its gender action plan, your activities will include:
 - a. Researching and drafting official reports.
 - b. Drafting process documents, including inputs to briefing and speaking notes for presiding officers and senior secretariat management.
 - c. Supporting the organisation of gender-related mandated and other events at SBI 50, SBI 51 and COP 25, including analysing background documents, preparing draft programmes, and identifying and liaising with speakers.
 - d. Supporting the organisation of a dialogue with the Standing Committee on Finance on the integration of gender considerations in its work.



- e. Assisting the Team Lead in coordinating with the UNFCCC communications and outreach programme to develop communications materials and promote UNFCCC gender-related activities and priorities.
2. Performing other related duties as required, including a variety of administrative tasks necessary for the delivery of the Gender Team's work.
3. You will regularly consult with and provide updates to the Team Lead on all assigned tasks.

What are we looking for

Educational background

Required: First level university degree in international relations, women's studies, development studies, social sciences, economics or related discipline.

Experience

Required: A minimum of 3 (three) years of professional work experience in the area of climate change, sustainable development, gender equality in a development or environment context. At least 1 year should have been in an international environment. Experience in writing technical and official reports.

Asset: Experience in writing technical and official reports in a UN context and supporting the organization of intergovernmental meetings.

Highly Desirable: Experience in integrating gender equality and women's empowerment in a development or organisational context.

Language skills

Required: Fluency in oral and written English.

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. 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\$ 3,943.50 to US\$ 4,488.75
(plus variable post adjustment, currently 27.2 of net salary),
plus other UN benefits as indicated in the link below:

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