



TEMPORARY JOB OPENING

Programme Officer, P-3
Conference Affairs division,
Director's Office Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 October 2024 23:59 hrs CET	24/TJO31/CA	As soon as possible	364 days with possibility of extension	Bonn, Germany

Publication date: 27 September 2024, Post number: 31054916, Funding: 32 FRA

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 environmental issues of our time.

Where you will be working

The position is in the Conference Affairs Division of the UNFCCC secretariat, which is responsible for providing the full range of conference-related facilities and services to the high standards expected by Governments and other stakeholders, whether at COPs, meetings of the subsidiary bodies (SBs) or other workshops.

The incumbent will work under the supervision of the Manager (P-5) in Conference Affairs Division.

Your responsibilities

- 1. Within delegated authority, the Programme Officer will be responsible for contributing to the programme on modernization of conference services by delivering projects and workstreams aimed at:**
 - Modernizing conference-related IT systems and aligning them with the wider UN;
 - Improving the user experience through efficient virtual access and a single sign-on;
 - Deploying new tools, including artificial intelligence (AI), to enhance the efficiency and quality of UNFCCC outputs.
- 2. Strategies and action plan development:**
 - As part of the work on modernizing conference services, develops strategies for the use of digitalization, automation, and AI to increase the effectiveness and efficiency of meetings (COPs, SBs, regional climate weeks and workshops) improving the experience of delegates and helping to facilitate negotiations.
 - Develops plans to operationalize the Secretary-General's quintet of change, including foresight tools in conference services
 - Provides strategy-level expertise on technology use and keeps up to date with developments in AI, identifying opportunities for its use and potential risks.
 - Provides the Director of Conference Affairs and wider UNFCCC leadership with insights into how AI could be deployed to improve the work of UNFCCC.



3. Programme delivery:

- Coordinates the portfolio of Conference Affairs technology projects ensuring projects increase efficiency and improve the user experience.
- Works with Conference Affairs updating conference-related IT systems and helps to ensure all UNFCCC stakeholders are effectively engaged and supported in the change process.
- Leads and contributes to the workstream for enhancing the use of tools for leveraging automated meeting transcripts, including synthesizing meeting proceedings and other content that could over time for part of official reports and conference documents.
- Supports work on the use of technology, including AI, to better manage the operations at UNFCCC conferences, including managing venue capacity as well as queries and correspondence on visas and registration.
- Supports work to use technology improve the delivery of services, including interpretation, meeting scheduling and personalized calendars during COPs and SBs.

4. Driving change management:

- Develops change management strategies for deployment across the UNFCCC secretariat, including with regard to behavioural changes needed for the successful implementation of changes.
- Develops strategies for ensuring that participants in the UNFCCC process effectively utilize new products and technologies offered such as online networking.
- Applies the UN foresight tool to the operations of COPs and SBs, identifying opportunities to deploy technology so as to increase the impact of the conferences,
- Provides advice on the operational limitations of using new technology and the ethical concerns around technology and develops strategies to manage related concerns.

5. Collaboration:

- Collaborates closely with the Information and Communication Technology sub-division and other parts of the UNFCCC to identify innovative conference-related uses of AI and other technologies and implement change.
- Helps to establish partnership and collaboration with the wider UN system and other intergovernmental organizations on the use of digitalization, automation and AI in conference services and documentation management.
- Helps to establish partnerships with leading technology companies on the use of AI to support the work of the UNFCCC.

6. Perform any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.

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.



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.

Managerial Competencies:

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department/office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them; Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions and analyses the different options and alternatives before reaching a sound conclusion.

Thinking Strategically and Building the Vision: Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

Your qualifications

Educational Background:

Required: Advanced university degree (Masters or above) in a scientific or technical subject or a related discipline. A combination or relevant academic qualifications and additional two years of experience may be accepted in lieu of the advanced degree.

Experience:

Required: A minimum of five (5) years of relevant experience of which at least two (2) years should be in an international setting.

Language skills:

Required: Excellent skills in written and spoken English. Knowledge of another United Nations language is an asset.

Specific professional knowledge:

Excellent interpersonal and communication skills, flexibility and organizational skills. Ability to work independently and proactively. Ability to understand scientific and technical ideas and papers is an advantage as is the understanding of technology and implementation of technology projects/innovation is a strong asset.



What is the selection process?

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

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. UNFCCC staff members with a fixed term appointment can apply for this temporary opportunity under the modality of Temporary Assignment. Please note that the Director of the Division in which the selected candidate works has the discretion to determine whether or not the staff member can be released for a temporary assignment, taking into account operational requirements. For this reason, the selected candidate will have to present a written agreement to the staff member's release.
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\$ 5,343
(plus variable post adjustment, currently 44.5% of net salary),
plus other UN benefits as indicated in the link below:

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

UNFCCC secretariat 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.