



Announcement for Fellowship

Programmes Coordination Department
Regional Climate Weeks Support

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
16 June 2023	23/FP01/PC	As soon as possible	One year 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 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.

Thanks to funding from the Government of Italy, the UNFCCC secretariat is launching a new round of the Capacity Award Programme to Advance Capabilities and Institutional Training in one Year (CAPACITY) Fellowship Programme with the aim of developing capacity of negotiators and therefore increasing the level of implementation of the Paris Agreement. The CAPACITY Fellowship Programme contributes to building capacity for addressing climate change in Small Islands Developing States (SIDS) and Least Developed Countries (LDCs), through the development of local professional expertise by:

- Supporting innovative analytical work on climate change in the context of sustainable development;
- Promoting a network of experts who can bring creative and innovative options to bear on questions of climate change;
- Encouraging the leadership potential of young and promising professionals in their fields.

The Programme target group consists of mid-career professionals who are already in a government's employment and who are nationals of and working in a SIDS or LDC Party. While Fellowships are awarded to individuals, the need for development/training, as described below, must occur within the context of the organization for which an applicant works. The training must help the organization to develop its capacity.

Where will you be working

This position is located the Programmes Coordination division. Programmes Coordination, provides strategic direction and oversight to the work of the Programmes department, comprised of the four programme divisions (Adaptation, Means of Implementation, Mitigation and Transparency). It ensures strategic, substantive and administrative coherence and synergy in the delivery of their work programmes, including in relation to the established intergovernmental processes and constituted bodies, and is also coordinating UNFCCC's Regional Climate Weeks.

The RCWs are currently organized on a semi-annual basis in four regions: Africa, Asia-Pacific, Latin America and the Caribbean, and the Middle East-North Africa regions. They typically bring together thousands of participants, including senior UN officials, ministers, heads of states, negotiators, and representatives from all sectors of society. This post is supporting all operational aspects of the RCWs. The post is located in Bonn and requires in-person participation to the RCWs.



What you will be doing

- 1. Support overall planning and coordination of preparation for the regional climate weeks**
 - a) Manage the coordination process between different teams in UNFCCC, partners and the RCW hosts, including preparing planning and coordination meetings, internal and external information sharing, updates for senior management and partners, tracking key outputs against deadlines, and proposing remedial actions as needed.
 - b) Support identification and evaluation of potential host countries and venues for RCWs, including by evaluating practical, political, health, and other conditions.
 - c) Draft and support clearance of required legal instruments, such as letters of exchange or memorandum of understanding with the host and partners.

- 2. Provide substantive support to the planning, delivery of, and reporting from, operational parts of the regional climate weeks**
 - a) In close cooperation with relevant teams and colleagues, support delivery of RCW operational components, including verifying immigration and protocol requirements, accommodation, local transport, health and safety arrangements, registration and crowd control, interpretation, recruitment and deployment of volunteers, virtual participation, shipment of equipment, press and media relations, payment of per diem, online information etc.
 - b) Coordinate, with the host, preparatory activities on-site at the RCW location for one to several weeks ahead of the RCW to ensure that all aspects of RCW are ready by the start of RCW.
 - c) Oversee logistical and practical aspects of operations during the RCWs, support daily coordination with colleagues, partners and the host, identify problems, propose and implement solutions as agreed with the manager.
 - d) Coordinate the preparation of session output reports and final reports for the closing session of RCW.
 - e) Support reporting from the RCWs to parties through a common output & synthesis report and a dedicated RCW feedback session with parties at COP.

- 3. Provide technical and substantive input for strengthening the RCW process**
 - a) Support the updating and finalization of the Standard Operating Procedures for RCWs.
 - b) Manage the Expression of Interest process with the objective to announce the hosts for next year's RCWs at COP the preceding year.
 - c) Support fund raising for RCWs through technical input to fund raising materials and coordination with the Resource Mobilization and Partnership team towards external donors.
 - d) Provide other support as may be required.

What we are offering for Fellow/institution

The fellowship will offer an opportunity to deepen the knowledge of the international climate change process and of how the UNFCCC secretariat supports this process. In particular, the Fellow will gain understanding of and familiarity with UNFCCC's support to regional level climate action and cooperation across the entire climate agenda.



What are we looking for

Educational background

Required: Advanced university degree (Master's degree or equivalent) in communications, engineering, natural sciences, business administration, social sciences, international relations, or a related discipline. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: Two (2) years of relevant professional working experience in intergovernmental administration, including coordinating and liaising with various senior level stakeholders is desirable.
Experience in climate change and sustainable development would be a strong asset.

Language skills

Required: Proficiency in written and spoken English.

Desired: Knowledge of another UN official language.

Others

1. The Fellowship Programme is open to individuals
 - a. Currently employed in a governmental organisation (national, regional, provincial or local) including educational institutions, research institutes and ministries.
 - b. Be a national of an eligible LDC and SIDS country as listed in the following links (<https://www.un.org/development/desa/dpad/least-developed-country-category/ldcs-at-a-glance.html>) and <https://sustainabledevelopment.un.org/topics/sids/list> (UN members only).
 - c. Maximum of 40 years of age at the closing date of Fellowship Opportunity notice;
2. The secretariat will consider candidates only from SIDS or LDC Parties with a view to ensuring gender balance in the selection of candidates.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful you may be invited for the final stage of the selection process, which consists of an interview to assess the skills and aptitudes required to successfully perform the functions of the post.

At a certain point and as part of the selection process - do not provide this information at the moment of application - each candidate will be requested to provide the following information:

- a. Obtain permission from their employer for leave of absence for the term of the Fellowship, and provide written certification that s/he will return to the Party's governmental institution for at least six months after her/his Fellowship;
- b. Obtain a written letter of intention by their employer that the new knowledge acquired during the fellowship will be integrated in the climate change activities of the government;
- c. Obtain written certification from their employer that the subject of the applied position is relevant to the needs of the organization.



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How to apply:

Candidates from SIDS and LDCs, 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. This Programme is not intended for students, and does not provide financial support for an advanced degree, such as fieldwork for a PhD degree
2. We will confirm receipt of your application. However, only candidates who have been confirmed for an interview will receive notice of the outcome of the selection process.
3. The monthly stipend including allowances is EUR 4500
4. The UNFCCC Secretariat will organise the return trip to Bonn