



VACANCY ANNOUNCEMENT

Programme Officer, P-3
Adaptation Division,
Vulnerability Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
11 August 2021 23:59 hrs CET	VA 21/043/A	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 environmental issues of our time.

Where will you be working

This position is located in the UNFCCC secretariat in Bonn in the Adaptation division, and more specifically the Vulnerability subdivision which catalyzes knowledge-sharing; enhances learning on and understanding of needs and action in response to climate change impacts for different sectors and groups; and manages a trusted repository of adaptation data and information.

The Vulnerability subdivision consists of two units:

1. The Nairobi Work Programme (NWP) unit, which supports the Nairobi work programme on impacts, vulnerability and adaptation to climate change, the Lima Adaptation Knowledge Initiative (LAKI), and;
2. The Local Communities and Indigenous Peoples Platform (LCIPP) unit and its Facilitative Working Group (FWG).

What will you be doing

Reporting to the Team Lead, P-4, LCIPP, your key responsibilities will include supporting the intergovernmental process, participating in the fostering of strategic partnerships, and developing inter-sessional programmes, activities and knowledge management strategies.

Your responsibilities

1. Supporting the intergovernmental process in the exchange of experiences between Parties and indigenous peoples, as well as local communities in terms of mitigation and adaptation, you will:

- a. Prepare and draft a variety of written outputs such as background/concept papers, analyses, briefings, policy proposals and regular, as well as ad hoc reports in support of the multilateral negotiations on adaptation, particularly on the LCIPP;
- b. Provide technical and substantive support to negotiations on the LCIPP and other related agenda items through formulating proposals, conclusions, decisions and recommendations, identifying problems and proposing corrective action.



2. Fostering strategic partnerships with organizations, relevant to the work of the LCIPP, you will:

- a. Develop partnerships with other UN conventions and bodies with a view to ensuring coherent and synergistic implementation of work under the relevant external contexts;
- b. Engage regional centres, networks and other stakeholders, insofar as this relates to the areas of work under the LCIPP and its Facilitative Working Group, with a view to enhancing cooperative and coordinated implementation of relevant activities.

3. Developing intersessional programmes and activities in support of the functions of the LCIPP, you will:

- a. Develop activities of the workplan of the FWG including in response to the mandates under the LCIPP and its functions;
- b. Coordinate the implementation of activities under the FWG workplan;
- c. Monitor and analyse information relevant to work of the LCIPP and its FWG;
- d. Produce publications and other outreach material related to the above areas of responsibility and solicit reviews and comment on the prepared products, including those from relevant external stakeholders, as appropriate.

4. Supporting cooperation and knowledge management related to LCIPP matters, you will:

- a. Support the Team Lead in enhancing synergy and coordination of the work of the unit among the other Adaptation subdivisions, as well as with other divisions within the secretariat; contribute to achieving the overall mandates and goals of the LCIPP and its FWG, as well as the secretariat;
- b. Participate in environmental scanning for current knowledge and science, best practices and lessons learned pertaining to adaptation issues and internal dissemination thereof;
- c. Support the Team Lead in identifying, creating, distributing and sharing substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, global good practices and lessons learned;
- d. Support the development of communication strategies for the LCIPP and oversee the development of various outreach products in support of adaptation.

5. Supporting initiatives in the mobilization of resources, you will:

- a. Provide assistance to the subdivision Manager and division Director in identifying potential donors for the support of additional activities and help assess financial resource requirements for potential or on-going projects;
- b. Support the Team Lead in providing inputs to the secretariat's central Resource Mobilization subdivision in Operations Coordination.

6. You will perform any job-related activity required to meet the overall goals and objectives of the Adaptation division, as well as those of secretariat-wide mandates.

Competencies:

Applying Professional Expertise: Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related



disciplines; keeps abreast of new developments and technologies in the field of expertise; Actively seeks to expand the existing level of job knowledge and expertise.

Being Accountable: Uses UN funds, assets and resources responsibly, effectively and efficiently; takes ownership of own work plan, honors commitments and acknowledges responsibility for any failure in planning or delivering work; respects and operates in compliance with the UN regulations and rules; ensures that own work and contributions to the team are complete, accurate and of the highest quality; takes corrective action to address issues that compromise compliance or delivery.

Communicating with impact: Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

Working with Teams: Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Your qualifications

Educational Background:

Required: Advanced university degree (M.A. or equivalent) in a topic related to climate change (such as ecology, environmental studies, political science, anthropology, economics, sustainable development, international relations, or a related discipline) is required. A first-level university degree (B.A. or equivalent) in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of five (5) years of progressively responsible experience in climate change, environment, international relations or related area is required. At least two of the 5 years must include working in an international environment.

Language skills:

Required: Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

Specific professional knowledge and skills and job-related skills

Specific professional knowledge: Familiarity with the UNFCCC intergovernmental support process and related negotiations, including the Cancun Adaptation Framework, is required. Knowledge of a diversity of climate change issues related to indigenous peoples and local communities, vulnerable groups, and ecosystems is an asset. Familiarity with policy formulation and interaction with various stakeholders



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including constituted bodies under the Convention and Paris Agreement, governments, regional and international organizations, research institutions and private sector is an asset.

Job-related skills: Demonstrated oral and written communication skills are required. Networking and advocacy skills to effectively interact with a wide range of partners, including Facilitative Working Group members, members of other constituted bodies, SB/COP Party representatives as well as other stakeholders on policy and technical issues are assets. Demonstrated skill in coordinating and/or leading the development of comprehensive strategies, technical reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders is an asset. Demonstrated skill in work plan implementation and effective collaboration in a team environment is an 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. 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.
3. Indicative net annual salary and allowances:
US\$ 62,120 to US\$ 69,662
(plus variable post adjustment, currently 35.9% 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.