



TEMPORARY APPOINTMENT

ADAPTATION PROGRAMME

Crosscutting Support and Outreach sub-programme

Re-advertisement – Candidates who applied for VA 14/TA02/A advertised in February 2014 do not need to re-apply

ANNOUNCEMENT NO:	14/TA14/A
PUBLICATION/TRANSMISSION DATE:	11 April 2014
DEADLINE FOR APPLICATION:	25 April 2014
TITLE AND GRADE:	Associate Programme Officer, P-2
INDICATIVE MONTHLY NET SALARY:	USD 3,901 to USD 4,395 net (without dependents) USD 4,159 to USD 4,704 net (with dependents) plus variable post adjustment, currently 54.2 of net salary), plus other UN benefits
DURATION OF APPOINTMENT:	Eleven months with starting date as soon as possible
DUTY STATION:	Bonn, Germany

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Adaptation programme of the UNFCCC secretariat supports the intergovernmental process in relation to adaptation. This process includes activities relating to national adaptation plans, national adaptation programmes of action, the Nairobi work programme (NWP), the work programme on loss and damage, the Adaptation Committee, research and systematic observation under the Subsidiary Body for Scientific and Technological Advice (SBSTA), and supporting the implementation of adaptation action under the Subsidiary Body for Implementation (SBI) and the Ad Hoc Working Group on the Durban Platform (ADP).

The Adaptation Programme also engages Parties and stakeholders including national, regional, multilateral and international organizations, across public and private sectors, civil society and other relevant stakeholders. The Programme addresses the process of reviewing the adequacy of the long term global goal and the consideration of various matters related to climate science.

Responsibilities

Under the supervision of the head of the Cross-cutting Support and Outreach sub-programme, the incumbent will assist in supporting operational communications and outreach with key stakeholders, as well as technical aspects of the activities relating to the outreach and communication work of the Adaptation Committee and Nairobi work programme. The particular tasks are:

1. Supporting operational communications and outreach with key stakeholders, including those relating to the Private Sector Initiative, and stakeholders engaged through the work of the Adaptation Committee and Nairobi work programme (NWP), including:
 - a. Conducting planned activities with stakeholders through the modalities of the NWP, including partners of the Private Sector Initiative;

- b. Drafting outreach material such as background information, presentations and other documentation, to help communicate to various audiences the different aspects of impacts and adaptation;
 - c. Creating interactive information and communication tools as provided for in relevant mandates;
 - d. Supporting the organization and outreach aspects of the annual Adaptation Forum and other high-level events;
 - e. Planning and implementing other outreach strategies as needed.
2. Supporting the development and maintenance of web pages, database content, records and the social media presence of the adaptation programme:
- a. Maintaining a structured archive of the relevant working material of the Adaptation programme;
 - b. Coordinating with ITS on the evolving functionality requirements and ensuring software updates are installed and tested;
 - c. Supporting the maintenance of the programme's internet and social media presence;
 - d. Planning and implementing other outreach strategies as needed;
 - e. Helping develop and/or coordinate input from the Adaptation workstreams to the programme's communications efforts targeting external and internal audiences.

Essential Requirements

(Only candidates who meet the requirements stated below will be considered.)

Educational background: First level university degree in social, environmental or natural sciences or a related discipline

Experience: At least three (3) years of progressively responsible experience in environment or development related fields. Familiarity with UNFCCC negotiations and related activities.

Specific knowledge and job related skills:

- Familiarity with the work of the communication and outreach aspects of the Adaptation Programme, including modalities of the work of the Nairobi Work programme and the Adaptation Committee, is an asset.
- Sound technical and communication skills, and good planning and organizing skills.

Language Requirements: Fluency in English (both oral and written).

To apply

Candidates, whose qualifications and experience match the requirements for this position, should use the on-line 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.**