



FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat
CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat

VACANCY ANNOUNCEMENT

Subsidiary Body for Implementation

VACANCY ANNOUNCEMENT NO:	VA 09/001/SBI
PUBLICATION/TRANSMISSION DATE:	02 January 2009
DEADLINE FOR APPLICATION	31 January 2009
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FCA-2922-P3-008
INDICATIVE NET ANNUAL SALARY:	US\$ 53,629 to 60,046 (without dependents) US\$ 57,453 to 64,429 (with dependents) (plus variable post adjustment, currently 58,7% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

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

The Subsidiary Body for Implementation (SBI) is one of two subsidiary bodies of the Convention. The SBI helps review how the Convention is being applied including dealing with financial and administrative matters. The SBI meets twice each year.

Responsibilities

Under the direct supervision of the SBI Coordinator the incumbent provides assistance in planning and managing the issues related to the negotiation process and other activities related to the intergovernmental process, in particular the Subsidiary Body for Implementation (SBI) and, where appropriate, Conferences of the Parties (COP and CMP), and other sessional and intersessional meetings in general. The incumbent performs all preparations needed for the intergovernmental meetings in which s/he actively participates and prepares documentation for the sessions. In particular, the incumbent:

1. Provides support to the sessions of the Subsidiary Body for Implementation by:
 - (a) Assisting the SBI Coordinator and, where appropriate, Directors and Programme Coordinators, and acting as the main focal point in the overall planning of the SBI sessions; drafting official documents; drafting and preparing briefings as well as procedural and substantive notes for the SBI Chair;

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- (b) Serving as the SBI documentation and logistical focal point; planning and coordinating the preparation and submission of documentation for and resulting from the SBI and other intergovernmental meetings; ensuring consistent and coordinated approach to resolve complex problems;
 - (c) Participating in internal task teams and working groups; drafting agendas and minutes and preparing reports for internal coordination meetings;
 - (d) Representing the SBI Coordinator at meetings; liaising with the Chair and members of the Bureau of the SBI, officials of national governments and representatives of intergovernmental organizations on matters related to relevant meetings; responding to internal and external queries; reporting to the SBI Coordinator and following up as required.
2. Provides supports in the management of the intergovernmental process by:
- (a) Assisting the SBI Coordinator in the area of management by facilitating internal planning activities and participating in the meetings of the Intergovernmental Planning Committee (IPC), monitoring the timely implementation of IPC's decisions relating to the SBI matters;
 - (b) Providing support on policy issues related to the intergovernmental process to the SBI Coordinator and to staff members;
 - (c) Consolidating and analyzing information, developing scenarios and preparing technical papers, briefing materials and speaking notes for the SBI Coordinator in preparation for the meetings; discussing proposed approaches and acting as his/her representative when necessary;
 - (d) Assisting the SBI Coordinator in preparing for the meetings of the Bureau of the SBI.
3. Participates in the effective management of SBI-related matters by:
- (a) Analyzing and preparing options relating to the conduct of the SBI-related activities; identifying problems and presenting findings and recommendations to the SBI Coordinator;
 - (b) Preparing official correspondence, speaking notes and material for the SBI Coordinator
4. Performs other duties as required.

Requirements

- University degree in international relations, political science, environmental studies, or a related field.
- At least five (5) years of relevant working experience of which one to two years should have been in an international environment. The incumbent must have strong organizational and planning skills and the ability to prepare and communicate complex information in written formats.
- Fluency in English. Working knowledge of French and of other United Nations languages desirable.

Evaluation criteria

Professionalism:

The capacity to identify problems/issues and participations in their resolution. Ability to establish priorities and to plan, coordinate and monitor own work plan.

Commitment to Continuous Learning:

Willingness to keep abreast of new developments in their field of work.

Communication:

Ability to provide thorough, well reasoned contributions to documents and papers.

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Technological Awareness:

The capacity to make effective use of required computer software and other equipment relevant to the post.

Teamwork:

Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural organization.

To apply

In order to apply for this vacancy please only use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment> by clicking on the “apply” link next to the vacancy announcement.

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.**