



## VACANCY ANNOUNCEMENT

**Associate Programme Officer, P-2**  
Communications and Engagement Division  
Engagement Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
23 September 2022 23:59 hrs CET	VA 22/055/C&E	As soon as possible	one year and six months 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

The Associate Programme Officer post is in the Communications and Engagement division, which is responsible for UNFCCC public communications, and for catalyzing climate action among climate actors in governments, civil society and subnational organizations, through outreach, engagement and tracking of climate action. You will function as focal point for progress tracking on business commitments for climate action, including those under the Fashion Charter and report to the Lead of the Climate Action and Recognition Unit.

### Your responsibilities

You will be responsible for the following tasks:

- Supports the integration of existing and planned systems for tracking and recognition of actions by non-Party stakeholders towards the long-term goals of the Paris Agreement:**
  - Establishes processes for the receipt of data on commitments by business;
  - Supports the integration of various tracking systems for business contributions including those established by the Fashion Charter and the Race to Zero with the NAZCA portal.
- Supports the operation of the partner membership processes:**
  - Responds to questions and prepares information packages about how to become a member of the Marrakech Partnership, signatory to the Fashion Charter and other sectoral initiatives;
  - Handles the membership process by processing membership applications and records, tracking membership data, and following up with outstanding applications;
  - Regularly reviews reporting by signatories as to their activities and business practices of relevance to the Charter principles.



**3. Develops and implements strategies to involve new members:**

- Identifies influential/key companies and organizations that are in a position to strengthen the impact of business contribution to climate action, including through the Fashion Charter and other sectoral initiatives;
- Proposes and develops approaches and materials required to engage the targeted organizations;
- Follows up initial communications to ensure a proper closure and establishment of a positive relation with these organizations, whether they agree to become a signatory or not.

**4. Undertakes research in support of enhancing business engagement in UNFCCC processes:**

- Undertakes research and data collection in support of specific products or activities delivered under the sectoral initiatives;
- Maintains a database of activities, meetings and reports by other relevant organizations;
- Based on regular analyses of the above, advice the Director, Manager and Team Lead on strategic engagement opportunities.

**5. Provide other support as needed:**

- Assist with other relevant activities of the division as needed.

**Competencies**

**Being Responsive to Clients and Partners.** Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

**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.

**Delivering results:** Conducts a critical analysis of situations to develop sound goals and work plans; Consults with others to develop integrated, consistent and harmonized plans; Allocates and uses time efficiently, and monitors own performance against timelines and milestones; Foresees risks, plans for contingencies, and adapts to take account of changing circumstances; Perseveres to deliver projects and pursues results despite obstacles and setbacks; Manages competing demands and focuses on priorities to deliver results.

**Learning continuously and knowledge sharing:** Creates ideas and possibilities for change to improve the work of the organization; Establishes development goals, and actively undertakes formal and informal learning for professional and personal development; Applies newly acquired skills and knowledge; Shares knowledge proactively and contributes to the learning of others; Reflects on successes and failures and applies lessons learned to future activities; Engages colleagues or networks to test assumptions and conclusions, determine a course of action and arrive at new insights; Makes appropriate use of enterprise systems and tools to capture, share and access institutional knowledge.



## **Your qualifications**

### **Educational Background**

**Required:** Advanced university degree (Master's degree or equivalent) in data science business administration, environmental management, natural or social sciences, and/or related fields is required. A first-level university degree in combination with 2 additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Experience**

**Required:** A minimum of two years of progressively responsible experience in the area of project support or management and coordination, data management, establishment of client relationship systems and processes.

### **Language skills**

**Required:** Fluency in English (both oral and written) is required; knowledge of another UN official language is an advantage.

### **Specific professional knowledge and skills and Job-related skills:**

**Required:** Experience in managing climate action data, including pledges, progress reporting and assessment tracking would be an advantage.

## **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\$ 49,254 to US\$ 56,064  
(plus variable post adjustment, currently 23.6% of net salary),  
plus other UN benefits as indicated in the link below:

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

UNFCCC 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.