



VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTION AND MANAGEMENT (EDM) Programme

Office of the Executive Secretary

VACANCY ANNOUNCEMENT NO:	VA 14/059/EDM
PUBLICATION/TRANSMISSION DATE:	29 July 2014
DEADLINE FOR APPLICATION	27 August 2014
TITLE AND GRADE:	Associate Programme Officer, P-2
POST NUMBER:	FCA-2911-P2-001
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
EXPECTED DATE FOR ENTRY ON DUTY	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 Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Responsibilities

The Associate Programme Officer post is located in the Executive Direction and Management (EDM) programme and more specifically in the Office of the Executive Secretary (OES) which coordinates outreach activities to a broad range of stakeholders including other United Nations agencies and the Secretary General's office; provides support to secretariat-wide internal management; coordinates internal oversight and work processes to improve efficiency; and manages overall support to the Executive Secretary's missions, strategic outreach and communications. The incumbent of the post is accountable for:

- Assists in the preparation and reporting on the Executive Secretary's outreach missions, meetings and media activities;
- Assists the Chief of Staff and the Office of the Executive Secretary in strategic outreach;
- Acts as Focal Point for the development and maintenance of the internal and external web page content of the programme and the Office of the Executive Secretary SharePoint sites.

He/she will work under the general supervision of the Chief of Staff and direct supervision of the Programme Officer leading the Executive Secretary's support team.

1. Supports the preparation the Executive Secretary's outreach missions, meetings and media activities.
 - a. Provides substantive support to the preparation of meetings of the Executive Secretary and visits to international organisations, Ministries, conferences etc., by proposing activities, identifying participants to meet, topics for discussions, etc.
 - b. Drafts various written outputs for the Executive Secretary's meetings, activities and visits; e.g. drafts background papers, briefing notes, presentations and/or speaking notes.
 - c. Responds to a variety of inquiries and information requests internally and externally.

- d. Contributes to the compilation and analysis of inputs provided by relevant programmes in the secretariat for the Executive Secretary.
 - e. Researches and analysis information on selected issues/aspects to support decision making on meetings, activities and visits for the Executive Secretary.
 - f. Contributes towards ensuring smooth logistical arrangements at events and meetings of the Executive Secretary.
 - g. Participates and reports on the outcomes of meetings, activities and visits of the Executive Secretary, in particular highlighting necessary follow-up actions.
 - h. Maintains an up-to-date overview of all missions and outreach activities of the Executive Secretary and provides suggestions on key activities / events related to the strategic areas of work and objectives of the Office of the Executive Secretary.
2. Assists the Chief of Staff and Office of the Executive Secretary in strategic outreach.
 - a. Conducts on-going review, monitors and analysis on-going climate change issues, events and work of key stakeholders.
 - b. Analysis information and follows new activities or streams of work with partner organizations.
 - c. Recommends new possible partner organizations.
 - d. Monitors the follow up and implementation of strategic outreach activities.
 3. Acts as Focal Point for the development and maintenance of the internal and external web page content of the programme and is responsible for the Office of the Executive Secretary SharePoint site.
 - a. Maintains and updates the relevant internal web pages, ensuring accuracy of content.
 - b. Contributes to the development of relevant information for the external web pages.
 - c. Creates, maintains and updates the Office of the Executive Secretary SharePoint sites used to prepare missions and activities of the Executive Secretary, track progress of projects and monitor strategic outreach activities.

Essential Requirements

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

Education: First level university degree (Bachelor or equivalent) in international affairs, politics, environmental science, sustainable development, social sciences, humanities or a related discipline.

Experience: At least three (3) years of professional experience in international climate change issues; two (2) years of relevant experience in an international work environment is an asset.

Professional knowledge: Good knowledge of contemporary developments and considerations for national climate change policies. Knowledge of climate change initiatives of the United Nations System is an asset.

Job-related skills: Excellent conceptual skills. Very good organizational and planning skills. Very good writing skills.

Language skills: Fluency in spoken and written English is required. Knowledge of other UN working languages is an asset.

Selection Process

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Being accountable, Delivering results, Working with teams, Communicating with impact.

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.
4. Salary and allowances:
 - US\$ 46,819 to US\$ 52,745 (without dependents)
 - US\$ 49,916 to US\$ 56,454 (with dependents)
 - (plus variable post adjustment, currently 52.2% of net salary)
 - plus other UN benefits as indicated in the link below:
 - <https://unfccc.int/secretariat/employment/conditions-of-employment.html>