



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

UNFCCC Internal/External Vacancy Announcement

Service is limited to the UNFCCC Secretariat

SUPPORT FOR IMPLEMENTATION (SIMP) PROGRAMME
Capacity Building and Outreach sub-programme

VACANCY ANNOUNCEMENT NO. :	UNFCCC Internal/External VA 05/E017
PUBLICATION/TRANSMISSION DATE:	15 August 2005
DEADLINE FOR APPLICATION:	12 September 2005
TITLE AND GRADE:	Programme Officer, P-4
POST NUMBER:	FCA-5998-P4-001
INDICATIVE NET ANNUAL SALARY:	US\$ 59,132 net salary (without dependents) US\$ 63,499 net salary (with dependents) plus applicable post adjustment
DURATION OF APPOINTMENT:	One and half years, with possibility of extension
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 is supporting the Convention and its Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Capacity Building and Outreach sub-programme aims to enhance the abilities of Parties to implement the Convention and the Protocol by furthering capacity-building, education, training and awareness-raising activities. It supports the intergovernmental negotiations on related matters, engages key intergovernmental organizations (IGOs) to support the UNFCCC process, and cooperates with secretariats of other conventions to facilitate synergistic approaches to capacity-building, education and training support at the national level.

Responsibilities

Reporting to the Coordinator (D1) of the Support for Implementation Programme (SIMP), the incumbent is responsible for leading and monitoring the development and implementation of a secretariat-wide strategy for capacity-building and outreach in support of the Convention and the Kyoto Protocol. In particular, the incumbent:

1. Manages, and develops the Capacity-building and Outreach sub-programme by leading the staff in the team, identifying relevant activities and allocating them to staff, developing project proposals, being accountable for recruiting and motivating competent staff, formulating their work programmes as well as appraising their performance and promoting their career development.
2. Monitors, analyses and provides recommendations to the Coordinator on the adequacy and content of technical reports and on the implementation of decisions relating to capacity-building and education and outreach. In this connection, analyses the relevant information, identifies the technical and political implications of the different options, liaises with relevant Parties, IGOs, United Nations agencies, other conventions and other programmes in the secretariat, and ensures follow-up actions.

3. Provides substantive backstopping to consultative and other meetings and conferences relating to work on the capacity-building, education and outreach issues; prepares briefing notes, background papers; makes presentations; and assists the chairs of contact groups during negotiations.
4. Provides substantive and organizational support to the Coordinator to achieve internal consistency in approaches to capacity-building in the secretariat. Seeks external consistency in the way partner organizations implement capacity-building activities by engaging colleagues and teams working on capacity-building and outreach activities in partner organizations, in incorporating UNFCCC objectives into their own.
5. Coordinates the development of networking and information system activities relevant to the work of the programme.
6. Participates in the planning and preparation of the unit's core and supplementary budget funding and prepares related documents; facilitates the development of, and fund-raising for, projects on relevant issues, as necessary.
7. Performs other duties as required.

Qualifications

- Advanced university degree of relevance to the subject matter or the equivalent combination of education and experience in a related area.
- At least seven years relevant experience, of which two to three years should have been in an international environment, including experience in the specific programme areas associated with this post, such as social development, programme evaluation or coordination, policy analysis, political affairs or environment.
- Fluency in oral and written English; knowledge of a second official UN language an advantage.

Evaluation Criteria

Professionalism :

- Familiarity with and experience in the subject matter, including substantive as well as institutional and procedural issues.
- Ability to plan, develop, implement, monitor and evaluate major projects.
- Capacity to analyse complex professional issues and to develop well-reasoned, innovative solutions to associated challenges.
- Ability to provide sound technical advice to managers.

Commitment to Continuous Learning:

- Willingness to keep abreast of, and promote new developments in the appropriate professional field.

Communication:

- Ability to act as an effective spokesperson internally and externally.
- The capacity to draft clear concise high quality reports or documents relating to the responsibilities of this post.

Technological Awareness:

- Good conceptual understanding of the role of information and communication technologies and systems in the provision capacity-building and related support..

Teamwork:

- Ability to establish good interpersonal skills and ability to maintain effective working relations in a multi-cultural organization.
- Ability to gain the assistance and cooperation of others through the demonstration of leadership.

Quoting Vacancy Announcement Number **05/E017**, applicants are requested to complete and submit a United Nations Personal History form (P 11) - to be found on our website **unfccc.int** - to:

Chief, Human Resources Unit

Climate Change Secretariat (UNFCCC)

P.O.Box 260 124

D-53153 Bonn, Germany

Fax (49-228 815-1999), email: vacancies@unfccc.int

United Nations staff should apply using an updated UN Personal History Form (P 11) as well as attaching a copy of their latest PAS.

Qualified women candidates and candidates from developing countries are strongly encouraged to apply!

(Please note that only candidates under serious consideration will be contacted)