



VACANCY ANNOUNCEMENT
COMMUNICATIONS AND OUTREACH (CO) PROGRAMME
Communication for Development

ANNOUNCEMENT NO:	VA 14/070/CO
PUBLICATION/TRANSMISSION DATE:	3 September 2014
DEADLINE FOR APPLICATION:	2 October 2014
TITLE AND GRADE:	Communications Officer, P-3
POST NUMBER:	CFO-2943-V591-P3-001
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

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 through a range of activities, including substantive and organizational support to meetings of the Parties.

The Communications and Outreach (CO) programme is responsible for external communications, media relations, online public information and outreach to stakeholders in support of the Convention and the Kyoto Protocol. The programme leads the public advocacy work of the Climate Change secretariat and the strategic high-level engagement of stakeholders involved in the development of climate change policies. The programme supports the communications and outreach work of the secretariat and will seek to increase the number of outreach partnerships, in particular with the private sector and other key stakeholders, with a view to facilitating enhanced action under the Convention.

Responsibilities

The Communication Officer post is located in one of the four units of the Communication and Outreach programme, namely Communication for Development. The unit manages communications and outreach for the Kyoto Protocol project-based mechanisms (Clean Development Mechanism and Joint Implementation) and contributes to the wider communications work of the secretariat with focus on market- and non-market-based mechanisms and approaches to stimulate investment in climate mitigation and adaptation. The key results expected are:

- Well targeted information/communication and public awareness products linked to CDM/JI.
 - Increase in stakeholders' participation and awareness.
1. Well targeted information/communication and public awareness products linked to CDM/JI.
 - a) Identify, produce or oversee production of well-targeted information/communication and public awareness products (e.g. web content, articles for publication, presentations, speeches, press releases, booklets, brochures, backgrounders, press kits) to enhance awareness and understanding about the Kyoto Protocol market-based mechanisms – CDM and JI – and other efforts in support of the international response to climate change. Develop and maintain regular corporate web content on the climate change process, including for events, conferences, workshops and meetings;
 - b) Provide regular support to the secretariat websites and internal/external e-publications, soliciting, consolidating, producing, editing and posting content according to established style and procedures.

2. Increase of stakeholders' participation and awareness.
 - a) Develop and implement pro-active media, communication and outreach strategies and plans related to specific programmes and projects identified in the clean development mechanism (CDM) and joint implementation (JI) communication and outreach strategies; monitor and analyse the impact of the strategies/action plans;
 - b) Undertake activities to promote participation in, and media coverage of, the Kyoto Protocol market-based mechanisms and other market- and non-market-based approaches to incentivize and promote climate change action, including determining participants, target audiences, timing and location (e.g. through contests, communication and outreach projects with national implementers, activities in support of major events, press conferences, interviews, seminars);
 - c) Develop and maintain working partnerships with relevant organizations/agencies, media outlets and stakeholders to raise awareness about, enhance understanding of, and increase participation in the Kyoto Protocol market-based mechanisms and other market- and non-market-based approaches to incentivize and promote climate change action.

Essential Requirements

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

Educational background: First university degree in communications, public information, journalism or other related discipline.

Experience: At least five (5) years of professional experience in media and media outreach; web/e-content preparation and publication; planning and implementation of communication and outreach efforts.

Specific professional knowledge: Knowledge of the international response to climate change; communication for development; marketing and public relations an asset.

Job-related skills: Excellent writing and communication skills.

Language requirements: Fluency in written and spoken English is essential. Working knowledge of another UN language 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: applying professional expertise, communicating with impact, being responsive to clients and partners.

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\$ 56,198 to 62,922 (without dependents)
US\$ 60,205 to 67,515 (with dependents)
(Plus variable post adjustment, currently 50% of net salary) plus other UN benefits as described on the following webpage:

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