

Vacancy Announcement—Internal/External

VACANCY ANNOUNCEMENT NUMBER:	CCD/16/P/TEMP/07
DEADLINE FOR APPLICATIONS:	31 October 2016
POST TITLE AND LEVEL:	Policy Officer, (P-3) - Synergies and Capacity for Implementation
DUTY STATION	Bonn, Germany
ORGANIZATIONAL UNIT	External Relations, Policy and Advocacy Unit (ERPA) of the Secretariat of the United Nations Convention to Combat Desertification
INDICATIVE NET ANNUAL SALARY	USD 61,470 (with dependents) USD 57,379 (without dependents)

TEMPORARY APPOINTMENT
INTERNATIONAL RECRUITMENT
APPOINTMENT LIMITED TO SERVICE WITH UNCCD

The objective of this Convention is to combat land degradation and desertification and mitigate the effects of drought through effective action at all levels, supported by international cooperation and partnership arrangements, in the framework of an integrated approach which is consistent with Agenda 21, with a view to contributing to the achievement of sustainable development.

The UNCCD has adopted a multi-stakeholder approach for maximum effectiveness in combating land degradation and desertification. Results-based planning and targeted implementation supported by productive partnerships, effective resource mobilization and alignment of fundraising efforts lead to successful action to address desertification, land degradation and drought. Investments in the UNCCD help to facilitate policy reform, leverage larger investments and initiate change at the national level. Better land management has flow-on benefits to other sectors, such as producing social equality and reinforcing national economies.

The mission of the ERPA unit is to position the UNCCD as a credible and trusted partner in finding solutions to desertification, land degradation and drought (DLDD). To achieve this goal, the unit communicates relevant and persuasive policy messages, promotes the brand and overall reputation of the institution, bridges the science-policy interface, and builds partnerships that expand the UNCCD's reach with key stakeholders such as civil society, the media and the private sector.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Coordinator, External Relations and Policy, the incumbent supports the work programme and priority activities of the ERPA unit but works closely with other units, in particular the office of the Deputy Executive Secretary.

Specifically, the incumbent will perform the following duties:

- Develops appropriate policies and supports the Secretariat's efforts to achieve synergies in implementation of the Rio Conventions, with particular emphasis on the achievement of the SDG's and Paris Climate Change Agreement;
- Develops, implements and evaluates project proposals;

- Prepares various outputs, draft background papers, provide input to applications, donor reports, etc;
- Manages projects and partnerships that, in particular, build relevant capacity for accelerated implementation in affected country Parties;
- Manages associated political outreach and advocacy/communication related events including the production of substantive materials (speeches, presentations etc.);
- Provides substantive backstopping and acts as the focal point for a selected number of global policy relevant partnerships;
- Participates in large missions and projects, including provision of guidance to staff, external consultants, government officials and other parties - drafting mission reports and leading on follow up action etc.;
- Perform any other job related activity required to achieve the goals and objectives of the unit, sub-unit, programme or the secretariat

REQUIREMENTS

- Advanced university degree (Master's degree or equivalent) in project management, political science, international development, economics or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- A minimum of five years of progressively responsible experience, in related project or programme management, administration, policy development or related fields, is required. Experience in an advisory function to senior officials or a national government is also required. Knowledge of the UNCCD and other Rio Convention processes is a distinct advantage. Knowledge of other relevant UN policies, activities and programmes is desirable. Previous experience working with related agencies is a significant advantage.
- Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

EVALUATION CRITERIA

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to the implementation of the Rio Conventions. Ability to identify issues, analyze and participate in the resolution of issues/problems. Conceptual, analytical and political skills. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

DURATION

Initial appointment is for 364 days with the possibility of extension, subject to availability of funding and satisfactory performance.

ASSESSMENT

Evaluation of qualified candidates may include an assessment exercise which will be followed by competency-based interview.

All applicants are requested to complete a United Nations Personal History form (P.11) form available online at <http://www.unccd.int/en/about-the-convention/The-Secretariat/Vacancies-and-consultancies/Pages/default.aspx> or at your local UN Office.

Interested UN staff members at the level of the post or one level below should attach their last two up-to-date PAS. Provision of the PAS is the responsibility of the applicant, and is MANDATORY for further consideration for this position.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED as per ST/AI/1999/8.

All applications should be sent by e-mail to staffing@unccd.int with reference to **CCD/16/P/TEMP/07**. No telephone calls will be returned. Please do not address your application to or copy it to an individual at the secretariat.

Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs (Charter of the United Nations – Chapter 3, article 8).

PLEASE INDICATE THE VACANCY ANNOUNCEMENT NUMBER ON THE APPLICATION. No telephone calls will be returned. Applications will not be acknowledged; only short-listed candidates will be contacted. Candidates who do not receive any feedback within two months of the deadline should consider their application as unsuccessful.

Date of issuance: 04 October 2016