Vacancy Announcement—Internal/External

<table>
<thead>
<tr>
<th>VACANCY NUMBER</th>
<th>CCD/20/P/TEMP/01</th>
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<tbody>
<tr>
<td>DEADLINE FOR APPLICATIONS</td>
<td>25 March 2020</td>
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<tr>
<td>POST TITLE AND LEVEL</td>
<td>Project Officer (EXPO Dubai), P-3</td>
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<tr>
<td>DURATION</td>
<td>Temporary appointment (project related)</td>
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<tr>
<td>DUTY STATION</td>
<td>Bonn, Germany</td>
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<td>ORGANIZATIONAL UNIT</td>
<td>External Relations, Policy and Advocacy</td>
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<tr>
<td>INDICATIVE NET ANNUAL SALARY</td>
<td>USD 60,962 + variable post adjustment, currently 29.2% of net salary and other UN benefits</td>
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**Background**

Desertification, along with climate change and the loss of biodiversity, were identified as the greatest challenges to sustainable development during the 1992 Rio Earth Summit. Established in 1994, the United Nations Convention to Combat Desertification (UNCCD) is the sole legally binding international agreement linking environment and development to sustainable land management. The Convention seeks to support countries to address Desertification, Land Degradation, and Drought (DLDD).

The mission of the External Relations, Policy and Advocacy (ERPA) Unit is to position the UNCCD as a credible and trusted partner in finding solutions to DLDD. To achieve this goal, the Unit communicates relevant and persuasive policy messages, bridges the science-policy interface, and builds partnerships that expand the UNCCD’s reach with key stakeholders such as civil society and the private sector.

The core theme of Expo 2020 Dubai is *Connecting Minds, Creating the Future*. It signals the global need to work together to inspire future generations and to develop partnerships across sectors, organizations, and geographies to address the many needs of our fast-changing world. With sub-themes of Opportunity, Mobility, and Sustainability, Expo 2020 Dubai aims to encourage international partnerships to deliver sustainable solutions to global problems.

During the week dedicated to agriculture and livelihoods, Expo 2020 Dubai will focus on the Sahel and the ambitious and innovative programmes and projects emerging from the Great Green Wall initiative. UNCCD, in collaboration with other partners will help organize two days of conferences, workshops, interactive exhibitions, innovative cultural, culinary and musical events, and dialogue sessions with a view to promoting sustainable solutions in the Sahel.

These innovative solutions are aimed at addressing the drivers of crisis and fragility, achieving the objectives of the UNCCD Strategic Framework, the 2030 and 2063 Agendas and the Paris Agreement. More particularly, the objective of the interlinked series of events at Expo 2020 Dubai will be to highlight and boost the emerging security and development partnership and promote greater coordination along the Great Green Wall. We plan to do this by fostering an alignment of strategies and action while supporting regional institutions and country ownership.
in order to bring about a profound economic and social transformation of the Sahel that leads to shared prosperity.

The main purpose of the Project Officer will be to support UNCCD’s delivery for Expo 2020 Dubai, ensuring the Convention is fully prepared in all aspects of planning and delivery.

**Responsibilities**

Under the general supervision of Chief of ERPA unit, and direct supervision of the Senior Policy Advisor, the incumbent will be responsible for the following duties:

- Assists with planning the delivery of current and new projects, organizing meetings, preparing agendas and minutes, updating critical project documentation, and linking all units with the wider UNCCD project plan at Expo 2020 Dubai;

- Researches, analyzes and presents information gathered from diverse sources.

- Supports the organization of high-level meetings and side-events, both substantively and logistically;

- Facilitates, coordinates and contributes to the development of briefing notes, strategy documents, guidelines, speeches, talking points and minutes;

- Collaborates with internal and external partners on the development and use of effective communications, outreach, branding and other resource and tools to enhance the packaging and marketing of UNCCD’s mission, competencies, and goals within EXPO 2020 Dubai;

- Provides project updates and reports and any other tracking systems and carrying out associated administrative duties where necessary;

- Maintains constructive relationships with a broad range of internal and external stakeholders, including targeted media, to provide timely updates on project progress and engage stakeholders in opportunities for collaboration and develop briefs on possible partners;

- Participates in relevant internal and external working groups/ projects and present at meetings/ conferences to build engagement with teams and increase inclusion in Expo 2020 Dubai preparations;

- Produce and contribute to developing messages for communication and advocacy with the general public and with corporate partners, and facilitate the timely dissemination of partnerships materials to target audiences;

- Provides effective support and delivery of team visits to the UAE, including commissioning of transport and logistic plans, coordination of briefings, production of notes verbales, and liaison with Expo 2020 Dubai and UAE focal points;

- Assists in identifying opportunities to secure resources from partners to support the implementation of EXPO 2020 Dubai activities;
• Prepares input for reports, slides, and other materials, as required and format, edit and translate documents in both English and French.

• Performs 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 international relations, business administration, management, public relations, communications, environmental science or a related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of advanced university degree.

• A minimum of 5 (five) years of progressively responsible experience in project/programme coordination, development of partnerships/providing strategic support to partnerships, planning, resource mobilization or donor relations is required. Experience in producing policy briefs, advocacy materials and communication products is required. Experience in organizing events/conferences is desirable. Work experience in the field is desirable.

• Fluency in oral and written English and French is required. Working knowledge of another UN official language, in particular Arabic, would be an asset.

Competencies

Professionalism: Ability to identify and pursue opportunities for cooperation. Ability to establish and maintain good working relationships with a broad range of UN and non-UN partners and conduct effective consultations with stakeholders. Ability to conduct research and analysis using various methods, including electronic sources on the internet, intranet and other databases. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

**Assessment**

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

**Special Notice**

This position is temporarily available as soon as possible for a period of 364 days. While this temporary job opening may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.

Individual contractors and consultants who have worked within the UNCCD in the last six months are ineligible to apply for professional and higher temporary or fixed-term positions and their applications will not be considered.

The UNCCD is committed to a 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

**Submission of applications**

All applicants are requested to complete a United Nations Personal History Form¹. When completing the PHP, ensure ALL fields, ALL professional experience and contact information are completed and up to date. This information is the basis for the hiring manager to assess your eligibility and suitability for the position and to contact you.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

All applications should be sent by e-mail to staffing@unccd.int with reference to CCD/20/P/TEMP/01. 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 three months of the deadline should consider their application as unsuccessful.

Date of issuance: 11 March 2020

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¹ UNCCD P-11 form in electronic fill-in.pdf OR .docx format available: https://www.unccd.int/about-us/secretariat/vacancies/applying-unccd