



Vacancy Announcement—Internal/External

VACANCY ANNOUNCEMENT NUMBER:	CCD/20/P/INT&EXT/07
DEADLINE FOR APPLICATIONS:	30 September 2020
POST TITLE AND LEVEL:	Regional Liaison Officer, P-4 (Central and Eastern Europe)
DUTY STATION:	Bonn, Germany
ORGANIZATIONAL UNIT:	External Relations, Policy and Advocacy Unit (ERPA)
INDICATIVE NET ANNUAL SALARY:	USD 73,516 + variable post adjustment, and other UN benefits

INTERNATIONAL RECRUITMENT **APPOINTMENT LIMITED TO SERVICE WITH UNCCD**

Background

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 functions of the secretariat are, among others, (a) to make arrangements for sessions of the Conference of the Parties (COP) and its Subsidiary Bodies established under the Convention and to provide them with services as required; (b) to compile and transmit reports submitted to it; (c) to facilitate assistance to affected developing country Parties, on request, particularly those in Africa, in the compilation and communication of information required under the Convention; (d) to coordinate its activities with the secretariats of other relevant international bodies and conventions.

Regional Liaison Offices (RLOs) are a part of, and under the direct supervision/coordination of the External Relations, Policy and Advocacy Unit (ERPA) of the UNCCD Secretariat Headquarters based in Bonn. The basic functions of ERPA, including all RLOs, are the framing of relevant and persuasive policy messages and the delivery of related strategic advocacy on issues of desertification, land degradation, and drought; building partnerships with key stakeholders – governments, civil society and the private sector - to enhance cooperation and collaboration in the implementation of the Convention; the coordination of the programme of work of the UNCCD institutions at the regional, sub regional and national levels; the facilitation of effective communications between country Parties and headquarters.

Responsibilities

Under the direct supervision of the Chief of the External Relations, Policy and Advocacy (ERPA) Unit at HQs in Bonn, Germany, the incumbent will have the following responsibilities and tasks:



Representation and Advocacy

- Lead UNCCD's presence in the Region including carrying out high level representation with Ministers and other national and regional authorities;
- Support and advise the Executive Secretary, the Chief of ERPA and other UNCCD Units including the GM, on the development of an advocacy and outreach strategy that reflects key regional themes and priorities;
- Undertake outreach and awareness raising efforts, in line with an agreed strategy, at the national, sub-regional and regional level;
- Support country Parties in the region to actively participate in discussions, meetings, conferences, workshops on the relevant decisions of the COP and its subsidiary bodies on the implementation of the Convention and its Agenda.

Regional Policy and Coordination

- Foster and coordinate opportunities and messages for policy dialogue between the countries in the region, organizations and decision-making bodies at national and regional level including support to bilateral, regional and international agencies to implement Convention program/Workplan;
- Consolidate analysis and evidence regarding policy and normative gaps and advise and support Chief on the presentation of such findings and proposed approaches to policy and decision-makers;
- Support the development of strategies, policies and other measures designed to achieve the objectives of the UNCCD secretariat, GM and other partners;
- Prepare and draft summary and analytical reports, including background notes, note verbale and inputs for briefing notes related to Secretariat and RCU activities.
- Organize and provide substantive and practical support to conferences, meetings, seminars and workshops, as necessary;

Partnership building and resource mobilization

- Advise on the latest regional developments and trends regarding opportunities for partnerships and resource mobilization.
- Establish strong partnerships with other organizations including various UN bodies, sub regional organization, development partners and non-governmental organizations in the region and facilitate the conclusion of partnership agreements for the implementation of the Convention at the regional level;
- Provide region-specific input and guidance for the development, drafting and preparation of project/program proposals to donors, as appropriate.

Communication support

- Provide an efficient means of communication, between the secretariat and GM and key national (especially NFPs) and regional stakeholders, on activities related to the implementation of the Convention;
- Support the communications team in the wide dissemination of information about UNCCD secretariat and GM activities in the region (such as World Day to Combat Desertification and Drought);
- Facilitate in- and inter-regional exchange of best practices.

Management and Administrative Support



- Support the planning, implementation and oversight/evaluation of agreed programmes, strategies and activities, at the regional and sub-regional levels, as required;
- Act as focal point with host institution/country on issues related to logistics, management of human and financial resources, protocol and visa issues, security and general overall administration (including management of utilities, IT, office space, etc);
- Take overall responsible for information management in particularly maintaining and updating the address list of key and potential stakeholders (e.g. National Focal Points and Ministers, civil society organizations and private sector) used by all units of the Secretariat and GM; maintaining and updating the electronic filing system and the repository of knowledge.
- Perform any other job-related duties and activities required to achieve the goals and objectives of the Secretariat and the work programme of the ERPA Unit.

Requirements

- Advanced degree (Master's degree or equivalent) in international relations, political and social sciences, public administration, environment or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- A minimum of seven (7) years of progressively responsible experience in advocacy, resource mobilization, international relations, diplomacy programme management, or a related area is required. Experience working with programmes, funds, and specialized agencies of the United Nations will be an asset. In addition, experience in programme management, capacity building and partnership development is highly desirable.
- Fluency in oral and written English including excellent drafting skills. Knowledge of another UN official language, in particular an UN official language used in the region where the RLO is based, would be strong advantage.

Competencies

Professionalism: Ability to identify key strategic issues, opportunities and risks. Ability to generate and communicate broad and compelling organizational vision and messages. Ability to communicate clearly links between the Organization's strategy and the work unit's goals. Demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development, and management of operation. Demonstrated ability to negotiate and apply good judgment. 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.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time



efficiently.

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 the audience; Demonstrates openness in sharing information and keeping people informed.

Judgement/Decision making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

Assessment

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

Special Notice

This position is available for an initial period of one year. Extension of appointment is subject to the extension of the mandate and availability of funds.

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/INT&EXT/07](#). [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: 01 September 2020

¹ <https://www.unccd.int/about-us/secretariat/vacancies/applying-unccd>