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## *Vacancy Announcement—Internal/External*

VACANCY NUMBER	CCD/19/P/INT&EXT/08
DEADLINE FOR APPLICATIONS	26 July 2019
POST TITLE AND LEVEL	Associate Programme Officer, P-2
DURATION	one year with possibility of extension
DUTY STATION	Bonn, Germany
ORGANIZATIONAL UNIT	External Relations, Policy and Advocacy (ERPA) Unit
INDICATIVE NET ANNUAL SALARY	USD 47,322 + variable post adjustment, currently 28.6% of net salary and other UN benefits

FIXED TERM APPOINTMENT  
INTERNATIONAL RECRUITMENT  
APPOINTMENT LIMITED TO SERVICE WITH UNCCD

### **Background**

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The objective of the UNCCD is to combat desertification and mitigate the effects of drought in countries experiencing serious drought and/or desertification around the world, particularly in Africa, 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 in affected areas.

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.

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.

### **Responsibilities**

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Under the general supervision of Chief of ERPA unit, the incumbent will provide Under the supervision of the Chief, Unit for External Relations, Policy and Advocacy (ERPA), the Associate Programme Officer will support the donor relations and resource mobilization tasks of the UNCCD secretariat by:



- Coordinate and monitor within the Unit the timely review of interim and/or final narrative reports to donors. This will include substantive and editorial review of reports and drafting of correspondence for submission to UNCCD donor counterparts, including ensuring adherence to project proposals and signed agreements, as well as institutional reporting requirements of UNCCD and/or the donor.
- Carries out basic research on selected programme operation and activities that includes compiling, analysing, summarizing, and presenting information on donor policies, trends and preferences, including recommending opportunities with the private sector to support the UNCCD Resource mobilization efforts;
- Development of proposals to donors and support to project development, drawing upon the expertise in different units;
- Organizing and coordinating partner meetings; Assist in the dialogue with donors and embassies and provide relevant information on UNCCD operations and financial requirements by organizing regular briefings, bilateral meetings and missions and responding to donors' requests for information on ad hoc basis.
- Draft narrative and financial reports on contributions in compliance with specific donor requirement in timely manner, ensuring accuracy and availability of information related to donor agreements, extensions, and resulting schedules;
- Perform any other job-related activity required to achieve the goals and objectives of the unit, sub-unit, programme or the secretariat.

### **Requirements**

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- Advanced university degree (Master's degree or equivalent) in international relations, political science, or management required. Additional qualifications in communications, financial management or administration would be an added advantage. 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 2 (two) years of relevant work experience, preferably in a donor agency or political institution at national level. Prior experience in donor relations/resource mobilization would be an asset; Advanced skills in computer applications presentations, word processing and Excel.
- Fluency in oral and written English. Knowledge of other UN official languages would be an asset. Outstanding oral and written communications skills.

### **Competencies**

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**Professionalism:** Ability to identify and resolve a range of issues/problems and to work well with figures, undertake basic research and gather information from standard sources. Demonstrated ability to apply good judgment in the context of assignments given. 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 the audience. Demonstrates openness in sharing information and keeping people informed.

**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.

**Planning and 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.

### **Assessment**

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

### **Special Notice**

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.

### **Submission of applications**

All applicants are requested to complete a United Nations Personal History Form<sup>1</sup>. 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](mailto:staffing@unccd.int) with reference to **CCD/19/P/INT&EXT/08**. **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

<sup>1</sup> [https://www.unccd.int/sites/default/files/inline-files/UNCCD%20P-11%20Form\\_1.pdf](https://www.unccd.int/sites/default/files/inline-files/UNCCD%20P-11%20Form_1.pdf)



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receive any feedback within three months of the deadline should consider their application as unsuccessful.

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Date of issuance: 27 June 2019