



## VACANCY ANNOUNCEMENT

### Communications Assistant, G-6 Communications and Engagement Division Communications Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
22 February 2026 23:59 hrs CET	VA 26/004/C&E	As soon as possible	2 years with possibility of extension	Bonn, Germany

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**The United Nations Framework Convention on Climate Change (UNFCCC)** is the focus of the political process to address Climate Change. The UNFCCC secretariat supports the Convention, its Kyoto Protocol and the Paris Agreement through a range of activities, including substantive and organizational support to meetings of the Parties and the implementation of commitments. It is a dynamic organization working in a politically challenging environment to help resolve one of the defining environmental issues of our time.

#### **Where you will be working**

This position is located in UN Climate Change in Bonn, Germany, in the Media and Digital Communications unit of the Communications subdivision of the Communications and Engagement division, which is accountable for serving multiple cross-cutting objectives, including communicating authoritative, relevant and timely information to Parties, non-Party stakeholders and the public regarding the secretariat's process and action on climate change, with emphasis on proactively building support among all stakeholders so as to facilitate climate action and increase ambition.

The Media and Digital Communications unit functions as the in-house expert team on media engagement, websites, social media and digital campaigns, consulting and guiding client divisions on strategy, tactics and implementation, as well as on issues such as user research, platform and channel choice, existing data and content, content development and visual design.

#### **What you will be doing**

Reporting to the Team Lead (P-4) of the Media and Digital Communications unit, the Communications Assistant acts as accreditation focal point for the media, focal point for organizing and facilitating media interactions, liaison between the division and the Office of the Executive Secretary and supporting the organization of the team.

#### **Your responsibilities**

Under the supervision of the Team Lead, the Communications Assistant will:

##### **1. Media Relations and Executive-Level Support**

- Coordinate media relations for UNFCCC meetings, COPs, SBs, and events in Bonn and host countries, including close liaison with the Office of the Executive Secretary and other Secretariat divisions.
- Support the Executive Secretary and senior officials by arranging interviews, press conferences, briefings, and other media engagements, and responding to media inquiries.



**2. Press and Stakeholder Engagement**

- a. Organize and schedule press conferences, briefings, photo opportunities, and media events for senior leadership and accredited stakeholders.
- b. Liaise with UN agencies, delegations, observer organizations, and media representatives to facilitate press access, disseminate press materials, and maintain strong working relationships with key climate media.

**3. Media Accreditation and Content Dissemination**

- a. Manage media accreditation for UNFCCC conferences and events, including assessing eligibility in line with UN accreditation criteria.
- b. Draft, edit, and disseminate press releases, media advisories, and official statements via the UNFCCC website, mailing lists, and social media channels, and contribute to media monitoring and daily news updates.

**4. Team Coordination and Organizational Support**

- a. Support the Team Lead in organizing and coordinating the work of the Media and Digital Communications team, including information flow, task allocation, and liaison with other divisions and UN system partners.
- b. Contribute to internal coordination, reporting, and cross-UN outreach activities, including high-level visits and public events.

**5. Performs any other job-related activity required to achieve the goals and objectives of the unit, the subdivision, the division and/or the secretariat.**

**Competencies**

**Applying Professional Expertise:** Demonstrates expertise of subject matter and the transferable skills required for the function; Shows the capacity to apply knowledge to deliver results based on acquired background and experience; Seeks opportunities to apply own technical skills across related disciplines; Keeps abreast of new developments and technologies in the field of expertise; Actively seeks to expand the existing level of job knowledge and expertise.

takes corrective action to address issues that compromise compliance or delivery.

**Communicating with impact:** Speaks clearly and directly and is able to express views in an understandable, credible and persuasive manner; Writes in a well-structured and logical manner, in keeping with established UN standards; Openly shares information and keeps people informed; Uses appropriate communication tools to disseminate information; Listens carefully to understand other's views and responds appropriately; Seeks feedback and adjusts language, tone, style and format to match the audience.

**Being Responsive to Clients and Partners.** Fosters a good rapport and seeks regular feedback from internal and external clients and partners; Regularly consults with clients understand and respond to changes they encounter; Takes action to resolve conflicts with individuals and groups within and outside the organization to achieve win-win solutions; Works across organizational boundaries and overcomes obstacles to enhance cooperation, Establishes networks and leverages partnerships to achieve results.

**Working with Teams:** Builds relationships of trust and exchange with colleagues; Works collaboratively with colleagues to achieve results and respects the needs of the team; Recognizes opportunities to enhance team effectiveness and results by tapping into diverse backgrounds, skills and experience; Supports and acts in accordance with team decisions, even when such decisions differ from own position; Encourages the participation of all members of the team regardless of their cultural background, nationality, gender or sexual orientation; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.



## **Your qualifications**

### **Educational Background**

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**Required:** Completed secondary education. Courses/training in communications, journalism, public relations, environment studies or other relevant related fields.

### **Experience**

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**Required:** At least seven (7) years of experience working in the field of international media relations is required. The minimum number of years of relevant experience is reduced to five (5) years for candidates with a first-level University degree (Bachelor for equivalent).

Experience in an international environment is an advantage. Broad knowledge of the UN system in general is highly desirable. Understanding of UN Climate Change's processes is considered an asset.

### **Language skills**

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**Required:** Fluency in English (both oral and written).

**Asset:** Knowledge of another United Nations language

### **Specific professional knowledge or skills**

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**Required:**

- Experience in media accreditation and cross-platform content dissemination.
- Experience in monitoring and analyzing media/social media coverage and trends to inform strategies and action plans.
- Experience supporting team coordination.

## **What is the selection process?**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview. The above listed set of competencies will be applied for this particular post.

## **How to apply:**

Candidates, whose qualifications and experience match what we are looking for, should use the online application system available at <http://unfccc.int/secretariat/employment/recruitment>

## **Please note:**

1. This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. It is open to citizens of the European Union (EU) member states or holders of residence and a valid permit to reside and work in Germany, without restrictions, is required. All staff in the General Service and related categories shall be recruited in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. All travel costs related to the interview and relocation incurred to take up an appointment at the duty station in Bonn are at the expense of the applicant.
2. 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.



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3. Indicative net annual salary: Euro 55,131 plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC is committed to diversity and inclusion within its workforce, and encourages candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

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