



**FRAMEWORK CONVENTION ON CLIMATE CHANGE - Secretariat**  
**CONVENTION - CADRE SUR LES CHANGEMENTS CLIMATIQUES - Secrétariat**

**UNFCCC Internal/External Vacancy Announcement**

**ADAPTATION, TECHNOLOGY AND SCIENCE (ATS) PROGRAMME**  
**Adaptation subprogramme**

**VACANCY ANNOUNCEMENT NO:** UNFCCC Internal/External VA 06/E019  
**PUBLICATION/TRANSMISSION DATE:** 16 June 2006  
**DEADLINE FOR APPLICATION:** 14 July 2006  
**TITLE AND GRADE:** Manager, P-5  
**POST NUMBER:** FCA-2932-P5-002  
**INDICATIVE NET ANNUAL SALARY:** 76,148 (with dependents)  
70,742 (without dependents), plus applicable post  
adjustment, UN benefits and pension fund  
**DURATION OF APPOINTMENT:** one year and half, with possibility of extension  
**DUTY STATION:** Bonn, Germany  
**EXPECTED DATE FOR ENTRY ON DUTY:** asap

**Background**

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address climate change. The Convention secretariat supports the Convention and its Protocol by a range of activities, including substantive and organizational support to meetings of the Parties. Further details can be found on the UNFCCC website: [unfccc.int](http://unfccc.int)

Objectives of the ATS programme are to support Parties in developing adaptation strategies and actions to meet the specific needs and concerns of developing country Parties relating to adaptation to the adverse effects of climate change and to impacts of the implementation of response measures; and to provide effective support to activities under the Convention and the Kyoto Protocol to enhance the development and transfer of technologies.

**Responsibilities**

Under the guidance of the Coordinator (D1) for ATS, the Manager of the Adaptation is responsible for leading a team that will consolidate and implement the secretariat's work on adaptation to the adverse effects of climate change, the impact of the implementation of response measures, and systematic observation. Within current mandates, the resulting outcomes should enable a successful implementation of the Buenos Aires Programme of Work on Adaptation and Response Measures and associated provisions, in particular:

1. Leading and managing staff of the sub-programme, managing the work plans, providing technical, policy and administrative guidance to staff, delegating relevant responsibilities to them and advising on the team's work strategies to achieve the 's goals, monitoring activities and the performance of staff, raising supplementary funds as needed, monitoring budgets and expenditures and deciding on relevant follow-up action.

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2. Providing substantive leadership and policy guidance to the subprogramme; managing support for the intergovernmental negotiations on the agenda items under the subprogramme's responsibility; managing the organization of inter-sessional activities, such as workshops, expert meetings and informal consultations; and developing and implementing measures for quality control of the subprogramme's outcomes, including official documents and communications with relevant external actors.
3. Ensuring synergy and coordination of the work of the subprogramme with that of other organizational units in the ATS programme and in other programmes within the secretariat; and in the same context providing substantive and organizational support to the coordinator to achieve internal consistency in approaches to adaptation in the secretariat while contributing to the overall strategic goals of the secretariat.
4. Developing and implementing a strategy for interacting and cooperating with relevant external entities, in particular Parties to the UNFCCC, United Nations agencies, research institutions, and other relevant governmental, inter-governmental and non-governmental organizations, in the areas of adaptation, response measures and systematic observation.
5. Participating in the overall management of secretariat-wide and programme-wide activities, including through serving as member of relevant management committees as assigned, providing advice to the coordinator, deputy executive secretary and executive secretary, as appropriate, supporting the coordinator in managing the financial resources of the programme; representing the secretariat externally, and deputizing for the coordinator as needed.
6. Performing other duties as required.

### Requirements

- Advanced university degree in engineering, environmental sciences, economics, social sciences or a related discipline;
- At least 10 years of progressively responsible professional experience, including on issues related to climate change and complex negotiations in an international context.
- Fluency in written and oral English and working knowledge of at least one other UN language.

### Evaluation Criteria

**Professionalism:** Expert knowledge in the field of work under his/her responsibility; ability to produce high-quality outputs on key technical issues; capacity to review, evaluate and direct the technical work of staff under his/her supervision; ability to identify key strategic issues; tact and negotiating skills.

**Commitment to continuous learning:** Extremely proactive in the understanding and promotion of new developments in the appropriate field of work.

**Communication:** Excellent spoken and written communication skills, ability to defend and explain difficult issues with respect to key decisions; proven ability to communicate complex concepts orally; willingness and ability to act as a spokesperson and promoter both internally and externally.

**Technological awareness:** Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

**Teamwork:** Good interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural organization.

**Judgement/decision-making:** Excellent judgement and proven decision-making skills; capacity to analyse problems and develop innovative, effective solutions; ability to display initiative, resourcefulness and imagination; ability to harness and direct resources to best effect.

**Leadership:** Proven managerial and leadership skills; ability to integrate professional knowledge together with pragmatic objectives to produce a results-orientated work programme for individuals and teams; proven record of building and managing teams and creating an enabling environment; excellent proven ability to lead, supervise, mentor, develop and encourage good performance.

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**To apply**

Quoting Vacancy Announcement Number **06/E019**, applicants are requested to complete and submit a United Nations Personal History form (P 11) preferably via email - to be found on our website **unfccc.int** - to:

Chief, Human Resources Unit  
Climate Change Secretariat (UNFCCC)  
P.O.Box 260 124  
D-53153 Bonn, Germany  
Fax (49-228 815-1999), email: [vacancies@unfccc.int](mailto:vacancies@unfccc.int)

United Nations staff should apply using an updated UN Personal History Form (P 11) as well as attaching a copy of their latest PAS.

- **Qualified women candidates and candidates from developing countries are particularly encouraged to apply.**
- **Service is limited to the UNFCCC Secretariat.**
- **Only candidates under serious consideration will be contacted for an interview.**