



## VACANCY ANNOUNCEMENT

**Team Lead, P-4**  
Adaptation Division,  
Vulnerability Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
11 August 2021 23:59 hrs CET	VA 21/045/A	As soon as possible	Two 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 the Adaptation division, and more specifically the Vulnerability subdivision which catalyzes knowledge-sharing, enhances learning on and understanding of needs and action in response to climate change impacts for different sectors and groups, and manages a trusted repository of adaptation data and information.

The Vulnerability subdivision consists of two units:

1. The Nairobi Work Programme (NWP) unit, which supports the Nairobi work programme on impacts, vulnerability and adaptation to climate change, the Lima Adaptation Knowledge Initiative (LAKI), and;
2. The Local Communities and Indigenous Peoples Platform (LCIPP) unit and its Facilitative Working Group (FWG).

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

Reporting to the Manager, P-5, Vulnerability subdivision, your key responsibilities will include performing the role of Team Lead of the NWP unit, providing technical leadership and advice in supporting the work of the NWP, representing and supporting the division's knowledge management function and coordinating the unit's resource mobilization activities.

### **Your responsibilities**

1. **Leading a team of professional staff with and through whom full support is provided to ensure the smooth and efficient deliberations of the NWP unit, you will:**
  - a. Provide technical leadership to the unit with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives;
  - b. Manage the unit's human resource including by drafting job descriptions, drafting recruitment requests including interview questions and participation on panels, conducting performance



- appraisals of unit staff as first line supervisor, identifying training needs and counselling staff on performance issues as well as providing career development guidance; and
- c. Foster teamwork among staff in the unit and other units in the division and wider secretariat.

**2. Supporting the intergovernmental process, ensuring all required technical documentation and reports, meeting and workshop organization, logistics and travel support are provided, to deliver effective and efficient discussions and decision-making, you will:**

- a. Serve as lead officer to the NWP, including supporting implementation of its work programme with its thematic work, partnerships, support of constituted bodies, and related meetings and workshops including the LAKI; ensure close working and advisory contacts with the SBSTA Chair, NWP partners and other relevant stakeholders;
- b. Prepare agendas, annotations and briefings for the SBSTA Chair as well as technical support in formulating inputs, decisions and recommendations;
- c. Provide substantive technical and procedural support to Chairs of negotiating bodies, contact groups and meetings in relation to the work of the unit;
- d. Address themes in the NWP work programme to close knowledge gaps in helping scale up adaptation action, including overseeing planning and implementation of the NWP Focal Point Forum and all associated reports and outreach products.

**3. Managing the day-to-day work of the NWP unit, including representing and supporting the division's knowledge management function, you will:**

- a. Oversee the Adaptation Knowledge Portal, contributing to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, good practices and lessons learned in the area of adaptation knowledge and action;
- b. Manage engagement of the NWP with constituted bodies under the Convention in relation to closing adaptation knowledge gaps as well as associated national, regional and international organizations, centres and networks and other stakeholders, as well as maintaining a wide network of NWP partners; manages engagement of stakeholders in subregions with LAKI to close prioritised adaptation knowledge gaps;
- c. Provide input to partnerships with regional and international organizations, institutions and networks to enhance their contribution to the work of the NWP; facilitate partnerships with NWP partners to close prioritised adaptation knowledge gaps and manage partnerships across the life cycle of NWP themes;
- d. Develop communication strategies for NWP and its LAKI and oversees development of various outreach products in support of closing adaptation knowledge gaps;
- e. Oversee the organization and logistics, including travel of all LAKI meetings and workshops;
- f. Enhance synergy and coordination of the work of the unit among the other Adaptation subdivisions as well as with other divisions within the secretariat; contribute to achieving the overall mandates and goals of the NWP unit and those of the secretariat;
- g. Promote outreach by participating in adaptation-relevant meetings and workshops, both internal and external to the secretariat, and to strengthen cooperation with other regional and international organizations, institutions and networks, as well as with Parties;
- h. Participate in environmental scanning for current knowledge and science, best practices and lessons learned pertaining to adaptation issues and NWP themes, and the internal dissemination thereof;
- i. Contribute, in collaboration with the other relevant divisions of the secretariat, to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, good practices in adaptation and lessons learned.



**4. Coordinating effective mobilization of resources, you will:**

- a. Enhance the secretariat's effectiveness in resource mobilization efforts by assisting the subdivision Manager and division Director in the preparation of proposals and donor agreements for supplementary funding for activities in support of the NWP work programme, as well as the work supporting the LAKI, and subsequent reporting on progress to donors;
- b. Provide substantive input to the secretariat's central Resource Mobilization unit in Operations Coordination.

**5. You will perform any job-related activity required** to meet the overall goals and objectives of the Adaptation division, as well as those of secretariat-wide mandates.

**Competencies:**

**Applying Professional Expertise:** Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

**Being Responsive to Clients and Partners:** Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

**Leading and Empowering Others:** Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and gives staff autonomy in their areas of work, but remains accessible to staff at all levels; Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.

**Thinking Strategically and Building the Vision:** Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops



innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

### **Your qualifications**

#### **Educational Background:**

**Required:** Advanced university degree (M.A. or equivalent) in on a topic related to climate adaptation (such as climate science, ecology, environmental studies, economics, sustainable development, international relations, or a related discipline) is required. A first-level university degree (B.A. or equivalent) in combination with qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience:**

**Required:** A minimum of seven (7) years of progressively responsible experience in climate change, environment, international relations or related area is required. At least two of the seven years must include working in an international environment.

#### **Language skills:**

**Required:** Fluency in written and spoken English is essential. Working knowledge of another UN language is an asset.

### **Specific professional knowledge and skills and Job-related skills**

**Specific professional knowledge:** Familiarity with the UNFCCC intergovernmental support process and related negotiations, including the Cancun Adaptation Framework, is required. Knowledge of the diversity of climate change issues related to indigenous peoples and local communities, vulnerable groups, and ecosystems is an asset. Familiarity with policy formulation and interaction with various stakeholders including constituted bodies under the Convention and Paris Agreement, governments, regional and international organizations, research institutions and private sector is an asset.

**Job-related skills:** Demonstrated oral and written communication skills are required. Knowledge management and networking skills to effectively interact with a wide range of partners, members of constituted bodies, SB/COP Party representatives as well as other stakeholders on policy and technical issues are assets. Demonstrated skill in fostering partnerships to close adaptation knowledge gaps is an asset. Skill coordinating and/or leading the development of comprehensive strategies, technical reporting and drafting of technical and policy papers to promote cooperative action among relevant stakeholders is an asset. Demonstrated skill in work plan development and delegation of responsibilities in a team environment is an asset.

### **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>



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**Please note:**

1. Service is limited to the UNFCCC secretariat.
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.
3. Indicative net annual salary and allowances:  
US\$ 74,913 to US\$ 83,062  
(plus variable post adjustment, currently 35.9% of net salary),  
plus other UN benefits as indicated in the link below:  
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

UNFCCC secretariat 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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