



## TEMPORARY JOB OPENING

**Team Lead, P-4**  
Mitigation Division,  
Implementation Support Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
2 August 2021 23:59 hrs CET	21/TJO18/M	As soon as possible	14 September 2022	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 UNFCCC secretariat in Bonn, Germany, in the Nationally Determined Contributions (NDC), LT-LEDS and Sectorial Support unit of the Implementation Support subdivision.

The **NDC, LT-LEDS and Sectorial Support unit** provides technical advice and support to Parties on: the preparation, communication and accounting of NDCs; the preparation and submission of long-term low greenhouse gas emission development strategies (LT-LEDS); the compilation and synthesis report on Article 3.14 of the Kyoto Protocol and support on sectoral mitigation issues. The unit furthermore ensures that developments in high-impact sectors are monitored and utilized to inform relevant workstreams, in particular through means such as the Technical Examination Process or similar processes.

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

Reporting to the Manager, P-5, Implementation support, your key responsibilities will include advising and facilitating technical leadership to all Parties, in particular developing countries Parties, in the implementation of mitigation actions, including in those actions and policies reported through national communications and biennial update reports, nationally appropriate mitigation actions (NAMAs), nationally determined contributions (NDCs), and in assessment of impacts of implementation of mitigation actions, advise on registries of mitigation actions, and provision of training..

### **Your responsibilities**

- 1. Leading the NDC, LT-LEDS and Sectorial Support Unit by developing work plans in accordance with decisions of the UNFCCC, Kyoto Protocol and the Paris Agreement bodies and, outcomes of sessions of Subsidiary Bodies (SBs) and Programme priorities, you will:**
  - a. Oversee the implementation of work plans to ensure high quality and efficient delivery of mandated activities;
  - b. Plan and monitor the unit's budgets, contributing to reporting on related performance and preparing inputs for results-based budgeting;
  - c. Liaise with donors to solicit financial support for activities of the unit;



- d. Develop project proposals and initiatives for the unit providing supervisors with technical and administrative support, as needed.
- 2. Providing substantive support and coordination to Parties and bodies in the intergovernmental process relating to NDC, LT-LEDS and other mitigation implementation matters. In particular, the incumbent, you will:**
    - a. Coordinate technical advice and support to Parties on: the preparation, communication and accounting of NDCs; the preparation and submission of LT-LEDS; the compilation and synthesis report on Article 3.14 of the Kyoto Protocol and support on sectoral mitigation issues.
    - b. Develop policy recommendations on the status of negotiations and developing options, as well as strategies to support the intergovernmental process for consideration by the Manager and Director;
    - c. Prepare official documentation for the intergovernmental bodies, analytical reports, technical papers, draft decisions of COP, and conclusions of their subsidiary bodies.
  - 3. Providing technical support, advice and coordination to Parties in identifying actions, policies, training and support to implementation, including as relates to NDC and LT-LEDS, you will:**
    - a. Provide technical support to all Parties, in particular developing countries Parties, in the implementation of mitigation actions, including in those actions and policies reported through national communications and biennial update reports, NAMAs, NDCs, and in assessment of impacts of implementation of mitigation actions;
    - b. Provide technical advice on implementation of registries of mitigation actions;
    - c. Monitor the developments in high-impact sectors to inform relevant workstreams, through means such as the Technical Examination Process or similar processes;
    - a. Provide substantive, technical and strategic advice to the Manager of the sub-division and liaises with officials of other United Nations agencies and international organizations and initiatives, including UNDP, UNEP, NDC Partnership, and national governments and non-Party stakeholders.
  - 5. You will perform any job-related activity required** to meet the overall goals and objectives of the Mitigation 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.

**Working with Teams:** Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and



external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

**Delivering results:** Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

### **Managerial Competencies:**

**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:**

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**Required:** Advanced university degree (Masters) in development studies, economics, business administration, international relations, environmental studies, or in a related discipline. A combination of a university degree plus 3 years of additional relevant professional experience in the field may be accepted in lieu of an advanced degree in the relevant discipline.

#### **Experience:**

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**Required:** At least seven (7) years relevant professional working experience on climate change /environment, development cooperation, relationship management at an institutional level, stakeholder engagement and/or capacity building. Two years of relevant work experience in an international setting is an asset.

#### **Language skills:**

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**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**

- Knowledge and demonstrable experience with conducting environmental or development cooperation work;



- Demonstrated skills in managing and aligning diverse groups of stakeholders, including development agencies, non-state actors / civil society, financial institutions, the private sector, and others;
- Knowledge and experience of climate change are essential.
- Familiarity with the UNFCCC intergovernmental process is desirable.
- Sound analytical and strong drafting and editing skills, good planning and organisational skills, clarity of written and oral communications.
- Excellent communications and negotiating skills, ability to communicate with both technical and non-technical staff;
- Proven ability to prioritize and deliver tasks on time and to produce quality results while meeting established goals;
- Excellent knowledge of substantive subjects in the context of climate change;
- Ability to coordinate multi-stakeholders in various regions.

### **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. 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 monthly salary and allowances:  
US\$ 6,243 to US\$ 6,922  
(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.