



VACANCY ANNOUNCEMENT
EXECUTIVE DIRECTION AND MANAGEMENT PROGRAMME
Implementation Strategy Unit

VACANCY ANNOUNCEMENT NO:	VA 12/078/EDM
PUBLICATION/TRANSMISSION DATE:	16 October 2012
DEADLINE FOR APPLICATION	15 November 2012
TITLE AND GRADE:	Manager (P-5)
POST NUMBER:	FRA-2911-V224-P5-001
INDICATIVE NET ANNUAL SALARY:	US\$ 80,734 to 86,524 (without dependents) US\$ 86,904 to 93,439(with dependents) (plus variable post adjustment, currently 45.2% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One year, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	1 March 2013

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 Kyoto Protocol through a range of activities, including substantive and organizational support to meetings of the Parties.

The Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Responsibilities

The Manager's post is located in the Executive Direction and Management programme and more specifically in the Implementation Strategy Unit which is accountable for coordination of the secretariat's support to institutions, processes and delivery mechanisms under the Convention and to lead and coordinate support for the implementation of the Durban Platform on Enhanced Action. Working under the direct supervision of the Director for Implementation Strategy, the incumbent of the post is accountable for strategy, policy, advice and operational management, technical leadership, and representation.

1. Lead a broad-based and inclusive effort within the secretariat to develop a long-term strategic approach to the negotiations of a new agreement in the context of the Durban Platform for Enhanced Action aimed at ensuring that the agreement builds on progress achieved under the Bali Road Map and propels the international climate change regime forward.

2. As secretary to the Ad-hoc Working Group on the Durban Platform for Enhanced Action (ADP) manage the provision of high-quality substantive, process and logistic support to the ADP including the preparation of official documents and other inputs and outputs; organize and manage the provision of support to the ADP co-Chairs and liaise with secretariat programmes providing substantive, process and logistics support to the ADP and related processes such as the review of progress towards the long-term temperature goal to ensure effective deployment of human and financial resources in support of the ADP.
3. Develop implementation plans aimed at the successful execution of the above strategic approach and oversee their implementation and regular assessments of progress made in the negotiations.
4. Contribute effectively to internal coordination of support to the intergovernmental process led by the Deputy Executive Secretary, work closely with secretaries of the COP/CMP, SBSTA and SBI, and contribute to the provision of high-quality substantive support to the COP/CMP Presidency and other presiding officers on substantive and procedural aspects of the ADP's work.
5. Manage the human and financial resources deployed within EDM to the support of the work of the ADP, lead and manage staff directly assigned to the ADP support team and monitor their performance and assist the Director in regular updating of the ISU Management Plan and contribute to resource mobilization as requested.
6. Ensure timely flow of clearly articulated information and strategic assessments of progress made and political challenges encountered in the negotiations to the Director, the Executive Secretary, the Management Team and staff preparing content for external communication by the secretariat.
7. At the request of the Director, represent the secretariat at meetings and conferences on matters related to the ADP; interact with civil society, business and academic organizations contributing to the work of the ADP and promote broad-based dissemination of accurate information on the progress made towards the new agreement.

Requirements

Education:

- Advanced university degree (master's or equivalent) in natural or social science, environment, international relations, law, international economics or a related area. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of advanced degree.

Experience:

- At least ten (10) years of progressively responsible professional experience in the areas of global climate change issues, development of strategic planning and management, and/or intergovernmental processes.
- Three years of experience in an international environment is a requirement.

Specific professional knowledge and skills:

- In-depth understanding of the strategic direction of global climate change issues.
- Proven ability to identify, develop and /or assess medium to long-term policy requirements;
- Ability to persuade people with varying points of view; ability to convey difficult political issues and positions to senior management; ability to identify key strategic issues, opportunities and risks; proven ability to provide effective leadership to staff.

Language requirements

- Fluency in oral and written English. Knowledge of a second UN language is an advantage.

Evaluation criteria

Professionalism: Expert knowledge in the field of work under his/her responsibility. Ability to produce high quality outputs on key technical issues. The 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 judgment and proven decision-making skills. The 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.

To apply

Candidates whose qualifications and experience match the requirements for this position, please use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

- 1. Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
- 2. Service is limited to the UNFCCC secretariat.**
- 3. 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.**