



VACANCY ANNOUNCEMENT

Chief UN Affairs and Strategy, P-5 Programmes Coordination Department

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
26 January 2025 23:59 hrs CET	VA 24/086/PC	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 will you be working

This position strengthens the UNFCCC coordination function in with the UN system with the hiring of a senior officer who will provide closer engagement functions with the UN system and its Headquarters. More specifically, the post resides under Programmes Coordination Division, under close coordination with the Executive Office. The position will provide substantive support, develop a cross-cutting strategy for the organisation and representational activities.

The incumbent will be under the overall supervision of the Senior Director for Programmes Coordination, and in close alignment with the Executive Secretary. The incumbent may be required to relocate to New York at a designated point in time.

Your responsibilities

- 1. Lead the formulation and implementation of the climate change work programme for UNFCCC's collaboration with the wider UN system, including coordination with UN agencies, the Executive Office of the UN Secretary-General, and key international processes:**
 - a. Represents UNFCCC at UN Headquarters and during engagements with Parties;
 - b. Coordinates with the Executive Office of the SG and DSG, as well as the Climate Action Team.
 - c. Provides intellectual, strategic and operational leadership in planning and implementing UNFCCC initiatives and activities in conjunction with UN agencies, funds, programmes and Rio Conventions' secretariats, to promote and influence climate change action;
 - d. Coordinates UNFCCC's strategic outreach activities throughout UN agencies by identifying, enhancing and developing new and existing cooperative relationships;
 - e. Aligns UNFCCC's contributions to other key climate-related initiatives and processes such as the SDGs, Finance for Development, or the Pact for the Future, ensuring alignment and integration; as well as other climate-related international processes (e.g., G20, G7).
 - f. Develops collaborative initiatives in supporting local partners including NGOs, governmental institutes, academia, private sector enterprises and foundations to build and maintain effective partnerships on aspects of the UNFCCC's mandate.



2. Leads strategy development for UNFCCC vision delivery:

- a. Working with and across all divisions to contribute to the formulation of overall strategy for UNFCCC, formulating recommendations on possible follow up to policy issues, and reporting to relevant counterparts at UN Headquarters as appropriate, including their potential impact on UNFCCC;
- b. Advise the UNFCCC leadership on ensuring systematic follow up to and monitoring of the General Assembly and other relevant resolutions, decisions, and conclusions, including in the harmonisation of their work programmes and agendas in promoting the UNFCCC objectives and positions.

3. Representing UNFCCC in communications, advocacy, and partnership activities in coordination with the wider UN system:

- a. Acts as a spokesperson, where necessary, and under the guidance of UNFCCC's senior leadership;
- b. Manages the UNFCCC UN Headquarters presence, providing operational leadership in planning and implementing liaison activities.
- c. Ensuring effective resource allocation and budget management for projects.
- d. Fosters sharing of information, communication and teamwork among relevant UNFCCC staff and counterparts.

4. Provides management functions for activities required to achieve the goals and objectives of UNFCCC.

Competencies

Applying Professional Expertise: Creates a culture across the unit / programme which values expertise and multidisciplinary cooperation, and takes action to address behaviors which undermine this culture; Promotes alternative sources of expertise and best practice to create cutting edge, robust and sustainable solutions; Engages with substantive leaders outside the business unit and organization to maintain professional expertise; Institutionalizes coaching and professional development within the business unit to build substantive expertise; Sets benchmarks and performance standards for delivery in accordance with identified best practice, and monitors the business unit's capacity to deliver.

Being Accountable: Promotes a culture where managers and staff accept responsibility for the quality and delivery of work; Holds managers to account within their work units for the responsible use of UN funds, assets and resources; Encourages all staff to continually identify ways to improve the efficient use of resources; Respects established accountability standards and ensures that these are consistently applied across the unit / programme; Challenges managers to accept greater accountability for their own and team performance.

Communicating with impact: Promotes the organization's mission and values with authority and gravitas to external stakeholders at all levels; Engages effectively in complex and sensitive negotiations; Communicates regularly and openly with staff at all levels within the business unit and across the organization; Expresses views and messages that reinforce the strategic goals of the organization; Identifies and involves key staff in constructing and delivering critical communications with stakeholders; Deals swiftly with inappropriate or inaccurate communication, and takes responsibility for the communications standards in the programme / unit.



Being Responsive to Clients and Partners: Creates a culture of service and client orientation in which managers make client needs a top priority; Seeks feedback from clients and partners and feeds this back to the team to update service standards; Places clients at the centre of strategies, policies and processes; Challenges managers to consider how to elevate service standards further, and to work more effectively with clients; Regularly audits all unit / programme systems and processes to ensure they are aligned to deliver excellent client service; Takes personal responsibility for any lapses in service standards and acts swiftly to redress these; Scans the internal and external environment for opportunities to establish cooperative partnerships and alliances.

Working with Teams: Builds effective relationships with other senior managers across the organization; Monitors and evaluates the effectiveness of teamwork across the business units, and holds managers accountable to do likewise; Promotes collaboration and teamwork practices that enable all staff to contribute at their best regardless of their cultural background, religion or gender and ensures such practices are in place; Identifies and dismantles silos and cliques operating within the business units; Fosters effective working relationships between the business units and the wider organization, and addresses behaviors which undermine cooperation.

Delivering results: Critically analyses situations to develop sound strategic goals and plans; Focuses the business unit on the achievement of results and holds managers accountable for developing mechanisms to measure results and meeting their commitments; Expects and holds managers accountable for creating an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Regularly reviews business areas' activities to assess the results achieved against targets, and holds managers accountable for addressing any under-performance; Benchmarks performance levels against the performance of other business areas and external sectors.

Learning continuously and knowledge sharing: Speaks of the value of continuous interpersonal development and assigns resources to support it; Fosters a culture which values information and knowledge-sharing; Acts as a mentor or coach to support the professional development of more junior staff.

Managing Self: Understands and empathizes with the issues and concerns affecting staff members at all levels. Creates a culture which promotes emotional self-awareness and encourages staff to reflect on the impact of their interpersonal behavior; Mediates to resolve conflicts within the business units, across the organization, or with external parties.

Managerial Competencies:

Managing Performance and Developing People: Provides teams, and the wider business area, with clear expectations regarding performance, and an understanding of how the performance of each individual unit impacts the wider organization; Holds managers accountable for providing honest and regular performance reviews for every staff member reporting to them; Fosters a performance management culture that focuses on results, high performance and collaboration; Mentors high potentials, strong performers and women in the business area and ensures managers provide coaching, support and relevant development opportunities to help staff realize their full potential

Exercising Sound Judgment and Decision-Making: Creates an environment where decisions are taken expeditiously; Contributes to broader organizational decisions, providing a considered and impartial perspective which takes the interests of the organization, and all those affected, into account; Assimilates multiple sources of information, identifies high-level themes, and recognizes subtle interrelationships across issues; Challenges the assumptions behind decisions, and their underlying logic, stepping away from the immediate situation to consider the wider context; Ensures decisions made within individual units, departments or divisions do not adversely impact operations



elsewhere within the organization; Oversees the decisions of managers within own unit / programme, holding them to account for their decisions without undermining their authority.

Leading and Empowering Others: Pushes autonomy and empowerment downwards to the unit / programme, creating an environment where managers feel motivated to perform; Empowers and holds managers accountable for serving as a role model in achieving gender equity targets; Ensures that individual teams and work units within the unit / programme feel connected to the wider organization; Shows a deep understanding of the unit / programme's capabilities and resources, and uses this to allocate activities and coordinate delivery across the different work units; Inspires staff within the unit / programme, and across the organization, by connecting with individuals at all levels; Proactively seeks out opportunities to represent and speak for the organization externally.

Thinking Strategically and Building the Vision: Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; Understands the broader organizational and political context in which the unit / programme operates; Is aware of and sensitive towards the strategic priorities of the organization, external partners and the wider development and humanitarian context.

Your qualifications

Educational Background

Required: Advanced university degree (Masters or equivalent) in international relations, public policy, social sciences, economics, law, or related area. A first-level university degree (B.A. or equivalent) in combination with two (2) additional years of qualifying experience may be accepted in lieu of an advanced university degree.

Experience

Required: A minimum of (10) years of progressively responsible professional experience in intergovernmental processes, including working with coordinating and liaising with various senior level stakeholders. Expertise in substantive analysis and drafting, negotiating, and mediating. Prior experience within the UNFCCC, or with UNFCCC-related processes is desirable.

Language skills

Required: Excellent skills in written and spoken English.

Desirable: Knowledge of another official UN language.

Specific professional knowledge and skills

Required: Excellent interpersonal and communication skills, flexibility, and organizational skills with strong capacity in multitasking, in high-pressure situations.

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\$ 92,731
(plus variable post adjustment, currently 38.5% of net salary),
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.
