



VACANCY ANNOUNCEMENT

Manager, P-5

Intergovernmental Support and Collective Progress Division,
Collective Progress Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
15 August 2021 23:59 hrs CET	VA 21/049/ISCP	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 is located in the UNFCCC secretariat in Bonn, Germany, in the Intergovernmental Support and Collective Progress division, which enables the governing and subsidiary bodies of the Convention, the Kyoto Protocol and the Paris Agreement to function and thus facilitate progress in the climate process. The division also ensures the coherence, consistency and timeliness of the work of the bodies and enable and support overarching processes, such as the periodic review of the adequacy of the long-term global goal under the Convention and the Global Stocktake under the Paris Agreement. Within the Intergovernmental Support and Collective Progress division, the **Collective Progress subdivision** will support the global stocktake, the review of the long-term global goal and collaboration with the IPCC. It also provides support to Research and Systematic Observation (RSO).

What you will be doing

Reporting to the Director, D-1, Intergovernmental Support and Collective Progress division, you will be responsible for facilitating the review of the collective progress of action to enable implementation assessment and oversight in close collaboration with the Programmes and Operations departments.

Your responsibilities

1. Providing strategic advice, planning and oversight, you will:

- a. Develop a vision for combining the support to the governing and subsidiary bodies with the organization of processes assessing collective progress, including the Global Stocktake and the periodic review of the adequacy of the long-term global goal as well as for facilitating the consideration of research and systematic observation and collaboration with the Intergovernmental Panel on Climate Change; in close collaboration with the Governing Bodies subdivision and the Programmes and Operations departments, provide substantive inputs to ensure greater focus on oversight and progress assessment together with greater coherence in the organization of the bodies' agendas and work programmes;
- b. Identify emerging issues pertaining to the intergovernmental process assessment of collective progress and the mandates of the secretariat, analyse implications and make recommendations;



- c. Provide advice to UNFCCC senior management and external stakeholders in relation to advancing the intergovernmental process's overarching goals; manage the organization of intersessional activities by developing and implementing measures for quality control, including official documents and specific technical outcomes from the subdivision;
- d. Assist the Director in the secretariat's planning and coordination of activities in support of the intergovernmental negotiations that require comprehensive and coherent inter-division involvement and participation through the secretariat-wide planning committee for the intergovernmental process;
- e. Contribute to in-house preparation of responses by the President of the COP, the Executive Secretary and the Director of the Intergovernmental Support and Collective Progress Division to comments, statements and queries of Parties concerning the intergovernmental negotiation process, specifically on the issues related to implementation and progress assessment;
- f. Identify potential areas of risk that may compromise the work of the governing bodies and affect UNFCCC's reputation; propose corrective measures and timely action to mitigate and manage processes successfully.

2. Managing the subdivision, you will:

- a. Plan and manage the financial resources of the Collective Review subdivision, ensuring cost effectiveness and the prudent management of funds;
- b. Ensure synergy and coordination of the work of the subdivision with that of other organizational units within the secretariat; provide substantive and organizational support to the Director to achieve internal consistency in approaches related to the areas of responsibility while contributing to the overall strategic goals of the secretariat;
- c. Monitor follow-up activities to the sessions, in particular the implementation of resolutions, decisions and recommendations, in order to ensure that such matters are properly reported and assessed upon at future meetings;
- d. Plan and establish the human resource requirements of the team supporting the subdivision, including additional resources needed for sessions, technical workshops and specific events;
- e. Lead and manage the staff of the team supporting the subdivision in a fair and transparent manner, providing guidance, developing workplans, managing performance and enhancing staff capacity development.

3. In the area of liaison and representation, you will:

- a. Represent the secretariat in interactions and meetings with the governing and subsidiary bodies;
- b. Develop and maintain relations with senior officials of governments, including at ministerial level, and of intergovernmental organizations, providing advice on issues and policies of mutual concern;
- a. Formulate and develop cooperative programmes with relevant United Nations agencies, research institutions and other governmental, intergovernmental and non-governmental organizations in relevant areas of responsibility.

5. You will also perform any job-related activity required to meet the overall goals and objectives of the Intergovernmental Support and Collective Progress division, as well as those of secretariat-wide mandates.

Competencies:



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.

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 behaviours which undermine cooperation.

Managerial Competencies:

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 (Master's degree or equivalent) in engineering, climate change, environmental science, economics or related area is required. A first-level university degree (B.A. or equivalent) in combination with five years/extensive years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of ten (10) years of progressively responsible experience in climate change, environment, international relations or related area is required. Experience in the provision of technical support to intergovernmental processes in a political environment is required. Knowledge of the intergovernmental climate change process would be an asset.

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

Experience in complex negotiations in an international context.

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 annual salary and allowances:
US\$ 89,837 to US\$ 98,282
(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.
