



VACANCY ANNOUNCEMENT

Director & Principal Legal Adviser, D-1

Legal Affairs Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 August 2021 23:59 hrs CET	VA 21/027/LA	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 14 July 2021, Post number: 30503739

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 by 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.

The **Legal Affairs division** will provide legal and procedural services: to support the sound delivery of all mandated activities under the Convention, the Kyoto Protocol and the Paris Agreement, including the Katowice outcomes of the PAWP; to ensure that the governing and subsidiary bodies function and operate in accordance with legal, procedural and institutional requirements; and to ensure that presiding officers, Bureau members, regional and negotiating groups, Parties, chairs, facilitators and secretariat teams receive timely and effective legal, procedural and, where relevant, substantive support and services in respect of all agenda items under negotiation. The division will protect the legal interests of the secretariat and the secretariat process (minimizing the legal liabilities of the secretariat) and ensure that the operations, management and administration of the secretariat are conducted in accordance with decisions of the COP, the CMP and the CMA and applicable UN regulations, rules and policy.

Where will you be working:

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Legal Affairs division, which provides legal and procedural services to support the sound delivery of all mandated activities under the Convention, the Kyoto Protocol and the Paris Agreement, including the Katowice outcomes of the Paris Agreement Work Programme (PAWP).

What will you be doing:

Reporting directly to the Senior Director (D-2) of the Operations Coordination Department, the Director of the Legal Affairs Division is responsible for providing sound, independent legal, procedural and substantive advice and services to support the implementation and further development of the international climate change regime, and for the conduct of the UNFCCC intergovernmental process and the operations of the UNFCCC secretariat.

You will have the following responsibilities:

Within delegated authority, you will be responsible and accountable for:

1. Overseeing strategic planning and providing policy advice, you will:

- a. Provide authoritative advice, contributing to the achievement of the secretariat's strategic goals;



- b. Provide innovative tools for promoting treaty implementation and legal capacity-building to further UNFCCC engagement with Parties and non-Party stakeholders and across the wider UN system to enhance UNFCCC action to achieve the objectives of the Convention, its Kyoto Protocol and the Paris Agreement.

2. Managing the Legal Affairs division, you will:

- a. Coordinate, oversee and carry-out the management and implementation of the work programme, activities, and resources of the Legal Affairs division; formulate and implement annual and long-term objectives, ensuring the provision of high-quality objective legal advice to Parties and the secretariat;
- b. Work to protect the secretariat's legal interests and the UNFCCC process to minimize legal liabilities.

3. Providing leadership, you will:

- a. Direct divisional staff by developing goals and work plans, setting priorities, evaluating performance and monitoring activities to ensure coherence and coordination to optimise overall organizational performance;
- b. Ensure synergy and substantive collaboration with the Executive Office, the Operations divisions, as well as with the cross-cutting and the Programmes divisions;
- c. Organize and supervise the quality and integrity of legal documents, research papers, reports, briefs and correspondence by guiding legal staff to overcome difficulties and by anticipating issues of concern;
- d. Ensure an optimal balance between leading, managing and functional roles within the division;
- e. Foster teamwork and collective collaboration for enhanced delivery;
- f. Ensure recruitment of staff with due regard to geographical and gender balance.

4. Ensuring the provision of integral legal services, you will:

- a. In close collaboration with the Intergovernmental Support and Collective Progress Division, provide sound legal and procedural services to support the delivery of all mandated activities under the Convention, the Kyoto Protocol and the Paris Agreement to ensure that the governing, subsidiary and constituted bodies function and operate in accordance with legal, procedural and institutional requirements;
- b. Ensure that presiding officers, regional and negotiating groups, Parties, chairs, facilitators and secretariat teams receive timely and effective legal, procedural and, where relevant, substantive support and services in respect of all agenda items under negotiation;
- c. Undertake legal analyses, formulate and negotiate solutions in a politically sensitive environment with respect to a wide range of multidisciplinary and complex legal matters for which no precedents exist, and which involve major questions of interpretation and application of law, including the United Nations Regulations and Rules, assuring direct impact on the policies, administration and operations of the secretariat;
- d. Provide legal advice and support on managerial, administrative, personnel and contractual matters in order to facilitate the efficient administration and operation of the secretariat.

5. In the area of representation, partnerships and resource mobilization:

- a. Represent the secretariat at high and senior expert levels in relevant international fora relating to the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, interacting with senior managers of partner organizations;



- b. Support and represent the secretariat in policy discussions at the appropriate level, including in intergovernmental meetings, particularly in relation to treaty implementation and legal capacity-building to enhance UNFCCC action to achieve its objectives;
- c. Work closely with the cross-cutting Communications and Engagement division to catalyze action and support to enhance knowledge and understanding of the international climate change regime;
- d. Build and nurture positive relationship with external parties including other UN Agencies, donor and government officials and external organizations to exchange innovative approaches and best practices/benchmarks;
- e. Contribute to a unified and coherent secretariat-wide approach to resource mobilization and partnership, in close coordination with the Resource Mobilization and Partnership (RMP) subdivision.

6. You will perform any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.

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 division; Challenges managers to accept greater accountability for their own and team performance.

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 center 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 division 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.

Managerial Competencies:

Leading and Empowering Others: Pushes autonomy and empowerment downwards to the division 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 division feel connected to the wider organization; Shows a deep understanding of the division's capabilities and resources, and uses this to allocate activities and coordinate delivery across the different work units; Inspires staff within the division, and across the organization, by connecting with individuals at all levels; Proactively seeks out opportunities to represent and speak for the organization externally.



What are we looking for:

Educational Background

Required: Advanced university degree (Master's or equivalent) in law with specific training in public international law or international environmental law. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree. Training in administrative or commercial law is an asset.

Experience

Required: A minimum of fifteen (15) years of progressively responsible legal experience with at least four years in an international environment, preferably in a United Nations common system organization or other intergovernmental organization. Experience relating to intergovernmental negotiations and treaty implementation or compliance and experience in administrative law is an asset.

Language skills

Required: Fluency in English (both oral and written).

Desirable: Knowledge of another UN official language.

Specific professional knowledge

Desirable: Demonstrated knowledge of public international law or international environmental law. Knowledge of the UNFCCC, the Kyoto Protocol and the Paris Agreement and knowledge of the UN Regulations and Rules from a legal perspective considered 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>. Candidates are expected to submit a motivation letter as part of their online application.

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. Egon Zehnder International supports UNFCCC in the recruitment process for this position.
4. Indicative net annual salary and allowances:
US\$ 102,715 to 112,643
(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>



Page 5

UNFCCC is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
