



VACANCY ANNOUNCEMENT

Manager, P-5

Communications and Engagement Division
Communication and Knowledge Subdivision

| Deadline for application | Announcement number | Expected date for entry on duty | Duration of appointment | Duty Station |
|-------------------------------|---------------------|---------------------------------|---|---------------|
| 6 March 2023 23:59 hrs CET | VA 23/018/C&E | As soon as possible | Two years with possibility of extension | Bonn, Germany |

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About the Job:

The UNFCCC secretariat is looking for an experienced and internationally-oriented Communications Manager to deliver impactful communications on the climate crisis, the intergovernmental climate change process and the work of the UNFCCC.

As focus shifts from negotiation to implementation of the Paris Agreement, the Manager of the Communications and Knowledge sub-division will support UNFCCC's mandate by bringing innovative and effective communication to cabinet-, board- and living rooms around the world, engaging the hearts and minds of global audiences to enable Paris-aligned consumer choices and citizen behaviour

Leading a dynamic team of communication experts, the incumbent is expected to have strong staff management skills and the ability to work in a fast-moving and complex political environment.

About the UNFCCC:

The United Nations Framework Convention on Climate Change (UNFCCC) is at the heart of multilateral efforts 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.

Where you will be working

The post is located in the UNFCCC secretariat in Bonn, Germany in the Communications and Engagement Division and oversees the Communications and Knowledge sub-division with focus on external and internal communications and knowledge management. With close to 400 staff from 82 countries, the UNFCCC secretariat is a dynamic modern and exciting place to work. While the main office is in Bonn, the UNFCCC has Regional Collaboration Centres in Bangkok, Dubai, Kampala, Lomé, Panama and St. George's.

The incumbent is entrusted with the oversight of three units:

Content unit - preparing all internal and external communication products, drafting messages, articles, news stories, releases, op-eds, statements and any other information for the intranet, website, newsroom, etc. The unit consults and guides divisions across the secretariat on communications strategy, planning and execution and is responsible for managing the multi-language content production and activities for all communication channels;

Digital unit - Develops and implements UNFCCC's digital strategy and coordinates work in relation to websites, social media, digital campaigns and mobile apps. Working closely with divisions across the



secretariat, leads work on issues such as user research, platform and channel choice, existing data and content, campaigns, digital partnerships branding, messaging, and technology;

Media Relations and Speechwriting unit –, the unit provides speeches to the Executive Secretary and develops core messaging for the secretariat. It nurtures strategic relationships with key media, drafts and coordinates responses to media queries and monitors the press inbox. The unit is also responsible for media accreditation to UNFCCC conferences.

Your responsibilities

Reporting to the Director (D1) of the Communications and Engagement Division, the Manager of the Communications and Knowledge sub-division will be responsible and accountable for the following duties:

1. Strategy, Planning and Coordination:

- a. Under the Director's guidance, develops the UNFCCC's overall communications strategy to promote and advance the secretariat's goals on climate change;
- b. Oversees the delivery of the implementation plan of the strategies and policy directions, ensures the effective mobilization of sub-division's resources, and advises the Director on effective and timely decision-making when required;
- c. Leads the strategic communications support to the Executive Secretary and to the divisions across the organization ensuring the development and consistent execution of the secretariat's and the UNFCCC messaging, pro-actively building a culture of cross-cutting collaboration and engagement;
- d. Proactively collaborates with internal and external partners, seeking out best practices in communications and knowledge strategy development and implementation and advises on ways these can be incorporated into the secretariat's methods as appropriate.

2. Media Relations, Partnerships and Resource Mobilization:

- a. Serves as principal liaison with international media organisations;
- b. Oversees the development and distribution of multi-media content and services, content production and dissemination and media relations;
- c. Develops and fosters strategic relationships with media, initiating and overseeing the implementation of targeted media campaigns and marketing strategies
- d. Builds synergies and partnerships with external stakeholders to amplify the voice of the UNFCCC process, promote action on climate change and raise climate ambition;
- e. Identifies opportunities for partnerships with private and public sectors media and social media that may result in the mobilization of additional resources;
- f. Mobilizes and manage resources for the sub-division;
- g. Ensures timely and comprehensive reporting and documentation as per division, corporate, and donor requirements.

3. Leadership, Management and Oversight:

- a. Leads the preparation of the sub-division's budget and the annual operations workplan by setting goals, priorities and requirements as well as key performance indicators;
- b. Leads the development innovative tools and methodologies for communications and knowledge products with a view to provide visibility to the work and mandate of the UNFCCC fostering the exchange of good practices and developments within its midst;



- c. Manages the sub-division's staff and projects effectively in order to maximize available resources and deliver outputs against key performance indicators;
- d. Manages and oversees the section's work, including the procurement of goods and services, and its human and other resources, in accordance with the organization's policies, procedures, rules, and regulations;
- e. Closely monitors funds utilization and guides units and teams for implementing and following up on pending activities in accordance with the approved budget, established priorities and assigned allotment;
- f. Guides staff through results-oriented work planning, direction, supervision and performance assessment, promoting a work environment conducive to producing the outputs and delivering the services required in the results framework, in close coordination with the Division's various work units, for alignment with best quality practices and new policy developments;
- g. Encourages capacity building by contributing to the shaping of enabling policies, tools and mechanisms to facilitate organizational knowledge sharing and advancement.
- h. Coordinates the sub-division's output, optimizing the systems and processes required to absorb client and project inputs and deliver client and project outputs, including sound relationship management;
- i. Leverages the latest communications-related technologies to deliver new ways of communicating and disseminating the UNFCCC messages and work;
- j. Under the Director's delegated authority, fulfils the functions of executive editor, publisher, and producer, accountable for the cost and quality control of the organization's relevant communication collaterals.

4. Performs any other job-related activity required to achieve the goals and objectives of the division and/or secretariat.

Competencies:

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Managerial Competencies:

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that



affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions and analyses the different options and alternatives before reaching a sound conclusion.

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:

Required: Advanced University degree in communications and journalism, international relations, political science, public or business administration or related area is required. A first-level university degree in either of the relevant area and in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of 10 (ten) years of progressively responsible experience in communications in the context of a multinational or international organization, is required.
A minimum of 5 years of demonstrated track-record in delivering the work programme of complex, UN system and/or other multilateral organizational entities is required.
A minimum of 5 years of demonstrating track-record in managing multicultural and multifunctional communications teams is required.
A minimum of 5 years of demonstrated track-record in delivering impactful climate communications or science communications is required.

Desirable: Journalism experience or experience in media relations is desirable.

Language skills:

Required: Fluency in written and spoken English is essential. Working knowledge of another UN language is 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>

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 to US\$ 99,706
(plus variable post adjustment, currently 27.7% 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.
