



VACANCY ANNOUNCEMENT

Manager, P-5
Adaptation Programme
Impacts, Vulnerability and Risks Subprogramme

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
14 March 2015	VA 15/009/A	As soon as possible	One and a half 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 Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Adaptation programme supports the intergovernmental process in relation to adaptation, including activities relating to national adaptation plans (NAPs), national adaptation programmes of action (NAPAs), the Nairobi work programme (NWP), the work programme on loss and damage, the implementation of the Cancun Adaptation Framework and Adaptation Committee, research and systematic observation under the Subsidiary Body for Scientific and Technological Advice (SBSTA), and support for the implementation of adaptation action under the Subsidiary Body for Implementation (SBI). The Adaptation programme engages Parties and stakeholders including national, regional, multilateral and international organizations, the public and private sectors, civil society and other relevant stakeholders. The programme also addresses the process of reviewing the adequacy of the long-term global goal and the consideration of various matters related to science.

Where will you be working:

You will be working in the Impacts, Vulnerability and Risks (IVR) subprogramme which consists of two entities: the Nairobi Work Programme (NWP) unit and the Loss and Damage Workstream (LDW). NWP is accountable for technical support to the implementation of the Nairobi Work Programme, including engaging stakeholders through partnerships and catalysing action through action pledges on technical, scientific and socio-economic aspects of adaptation. LDW is accountable for the implementation of the work programme on Loss & Damage.

What will you be doing:

You will manage the IVR subprogramme and its relevant items and intersessional activities, and you will directly oversee the work of the Loss & Damage Workstream. You will report directly to the Adaptation Programme Coordinator.



Expected key results:

- Strategy, Policy and Operational Management and Advice
- Technical Leadership
- Resources Management
- Representation

You will have the following responsibilities:

1. Develop strategy, policy and operational guidelines to ensure the achievement of the IVR subprogramme's mandates by:
 - a. Providing in-depth advice and guidance on evolving mandates and emerging programmes;
 - b. Developing and implementing a strategy for interacting and cooperating with external entities, in particular Parties to the UNFCCC, United Nations agencies, research institutions and other relevant governmental, intergovernmental and nongovernmental organizations in the area of adaptation; and
 - c. Providing advice to the coordinator, and to the deputy executive secretary and executive secretary as appropriate, on the adaptation planning process as well as IVR subprogramme activities; in particular support to Parties in the assessment, development and implementation of adaptation plans, policies and actions aimed at reducing vulnerability and building resilience.
2. Provide technical leadership to the substantive work of the IVR subprogramme in order to meet current and evolving mandates and challenges of the subprogramme by:
 - a. Providing substantive leadership and policy guidance to the subprogramme; managing support for the intergovernmental negotiations on the agenda items under the subprogramme's responsibility; managing the organization of intersessional activities such as workshops, expert meetings and informal consultations; and developing and implementing measures for quality control of the subprogramme's outcomes, including official documents and communications with relevant external actors;
 - b. Ensuring that relevant mandates, decisions and implementation guidelines are elaborated into technically sound, viable, sustainable programmes of work, and in prioritizing and planning activities and outputs, within existing financial constraints;
 - c. Ensuring synergy and coordination of the work of the subprogramme with that of other organizational units in the Adaptation programme and in other programmes within the secretariat; in the same context providing substantive and organizational support to the coordinator to achieve internal consistency in approaches to adaptation in the secretariat while contributing to the overall strategic goals of the secretariat; and
 - d. Launching new activities as mandated by the COP and its subsidiary bodies (SBs).
3. Ensure the effective and accountable management of the IVR financial, human and material resources by:
 - a. Planning and managing the financial resources of the subprogramme with integrity, and ensuring accountability to the secretariat and its donors and contributors, monitoring budgets and expenditures and deciding on relevant follow-up action. Providing substantive input to the biennial Programme Budget document. Raising supplementary funds as needed;
 - b. Ensuring the equitable and transparent management of the subprogramme's staff; planning and establishing the human resources needs of the subprogramme based on their most effective use to achieve the core mandates of the secretariat; leading and managing staff of the subprogramme, including providing technical, policy and administrative guidance, delegation of relevant responsibilities, advising on the relevant unit work strategies to achieve the subprogramme's goals, monitoring performance of staff (including as second level supervisor) and following up on staff performance through counselling and training activities; and
 - c. Ensuring that the material resources allocated to the subprogramme are maintained and secured.
4. Representation: During the intergovernmental negotiations, you will directly support and



represent the Coordinator in policy and technical discussions at the working group and SB chair level. You will exchange information with, provide as well as receive guidance from, and enhance coordination with representatives of UNFCCC Parties, UN and other international organizations and bodies, research institutions and officers of the negotiating bodies of the UNFCCC; serve as UNFCCC focal point to UN/ISDR and other relevant bodies dealing with adaptation assessments and risk management.

5. Resource Mobilization: Enhance the secretariat's effectiveness in resource mobilization efforts by identifying potential donors or approaching Parties requesting additional activities to discuss financial resource requirements for potential or ongoing projects; provide substantive input to the secretariat's central resource mobilization unit in Administrative Services (AS).

6. Knowledge Management:

- a. Ensure synergy and coordination of the work of the subprogramme with other subprogrammes as well as with other programmes within the secretariat to ensure that the work of the subprogramme is informed by, and of, other relevant activities, and that it contributes to achieving the overall mandates and goals of the secretariat;
- b. Lead and participate in environmental scanning for current knowledge and science, best practices and lessons learned, pertaining to adaptation issues, through thematic focal points accountable for continual outreach and internal dissemination of the same;
- c. In partnership with the programme's Stakeholder Engagement and Knowledge Management Unit and the secretariat's Communications and Knowledge Management Services, contribute to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, global best practices and lessons learned.

7. Perform any other job-related activity required to meet the overall Adaptation Programme's as well as secretariat-wide mandates, goals and objectives, including participating in the overall management of secretariat-wide and programme-wide activities, such as serving as a member of relevant management committees as assigned, and deputizing for the Coordinator as needed.

What are we looking for:

Educational background

Required:

- Advanced, accredited university degree (master's or equivalent) in natural or social sciences, engineering, environmental sciences, economics or a related discipline is required.
- A combination of relevant academic qualifications and extensive experience including team leadership may be accepted in lieu of an advanced degree.

Experience

Required:

- At least 10 years of progressively responsible professional experience in the field of global climate change issues, including strategic planning and management and/or intergovernmental processes.
- A minimum of 2 of the 10 years must include formal experience in leading teams of professionals engaged in climate change or other environmental activities.
- Three years' experience in an international environment is a requirement.



Language skills

Required:

- Fluency in English, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and experience in representation and catalysing consensus among diverse partners.
- Knowledge of a second official UN language.

Specific professional knowledge

Required:

- Intergovernmental negotiations;
- Risk management approaches associated with addressing the adverse effects of climate change;
- Managing technical professional and general service support staff.

Job-related skills

Required:

- In-depth understanding of the strategic direction of climate change risk management;
- Proven ability to identify, develop and/or assess medium to long-term policy requirements;
- Ability to persuade people with varying points of view and catalyse partnerships to achieve consensus on sometimes competitive objectives;
- Ability to identify key strategic issues, opportunities and risks as well as to convey difficult political issues and positions to senior management;
- Proven ability to provide effective leadership to staff.

What is the selection process

You may be invited for assessment of your technical/professional knowledge. If successful, you may be invited for the final stage of the selection process, which consists of a competency based interview to assess the skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying Professional Expertise, Communicating with impact, Leading and Empowering, Thinking Strategically and Building the Vision.

How to apply

Candidates, whose qualifications and experience match with what we are looking for, should use the online 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.
4. Salary and Allowances:
US\$ 81,704 to 87,564 (without dependents)
US\$ 87,948 to 94,563 (with dependents)
(plus variable post adjustment, currently 30.0 % of net salary), plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>