



## VACANCY ANNOUNCEMENT

**Manager, P-5**  
**Mitigation Division**  
Constituted Bodies and Data Services Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
6 July 2025 23:59 hrs CET	VA 25/018/M	As soon as possible	One year and six months 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 is located in the UNFCCC secretariat in Bonn, Germany, in the **Mitigation Division** which will support Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase. Parties will be supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development, as well as in the provision of effective support on matters relating to the regulatory framework implementation of the cooperative approaches and Paris agreement crediting mechanism (PACM).

Under the overall supervision of the Director, and with significant leeway permitted for the exercise of independent judgment, the incumbent guides and manages the **Constituted Bodies and Data Services** subdivision in the provision of effective support on matters relating to the proper governance of constituted bodies ensuring well-coordinated services to the bodies and their supporting panels and working groups. The subdivision also manages the operation of the Article 6 relevant infrastructure including that of the Mechanism Registry of the Article 6.4 PACM mechanism. The subdivision also provides support to other organizational subdivisions leading the negotiations with elements related to the work of the Constituted Bodies

The Manager also provides policy guidance on strategic, technical, and procedural aspects related to the development and implementation of the infrastructure required for the operation of Article 6. This includes overseeing the development, operation, and maintenance of relevant systems. The Manager supervises teams responsible for quality assurance, and the maintenance of registries and mechanisms. They ensure that all substantive work programmes and activities are delivered to the highest professional standards—timely, impartial, and aligned with the expectations of the constituted body, as well as those of government and private sector stakeholders involved in mitigation processes, including voluntary cooperative approaches under Article 6. Additionally, the Manager



contributes to the operational management of the Mitigation Division and coordinates activities with both internal and external partners.

Key functions of the role:

- Managing and striving to continuously improve the support provided to the functioning of the Constituted Bodies and its relevant technical bodies;
- Evaluating and further improving quality of all regulatory documents and processes that are being submitted to the Constituted Bodies;
- Assessing governance, regulatory and/or policy related submissions to the Constituted Bodies of the various mechanisms;
- Ensuring suitable and improved alignment of operations and management of the governing processes, including knowledge sharing to identify, appropriately escalate and address systemic implementation issues as early as possible in the operation of the regulatory processes;
- Supporting the team leading negotiation processes on aspects related to the Constituted Bodies;
- Analysing quality in strengthening business operations and implementing new processes and tools to support the Mitigation division in meeting quality objectives in its products, processes and services;
- Leading the development, delivery and maintenance of the infrastructure relevant for the functioning of Article 6 and in particular the registries established under PACM;
- Contributing to building and maintaining a healthy work environment conducive to staff motivation, collaboration and innovation.

### **Your responsibilities**

**1. Providing direct strategic advice to the Director on key issues related to the implementation of cooperative mechanisms, acting as Secretary to the Constituted Bodies when required. In particular:**

- a. Provide substantive input to ensure the Constituted Bodies such as the CDM Executive Board (CDM EB) and the Article 6.4 Supervisory Body (SBM) achieve the mandates and objectives of their management plans under the Framework Convention on Climate Change;
- b. Provide the Chair and Vice-Chair of the Constituted Bodies (CDM EB/SBM) and officers of intergovernmental bodies (CMP/CMA) with strategic and technical advice to support the achievement of their respective mandates and objectives;
- c. Advise on the planning and operational activities of the Constituted Bodies by evaluating policy and business developments to ensure that future activities, including the development of policy instruments and mechanisms infrastructure, are anticipated and well-aligned; identifies and monitor the implementation of respective changes to ensure alignment with evolving mandates and priorities;
- d. Provide guidance on strategy development and the implementation of overall approaches across intra- and inter-divisional policies and procedures; supports policy direction and coordination with the UNFCCC Secretariat, Constituted Bodies, intergovernmental entities, and relevant stakeholders to ensure effective, high-quality support for intergovernmental processes and implementation of decisions;
- e. Oversee inputs from teams in the subdivision to ensure that outputs meet the objectives of the division and/or the Constituted Bodies, and are delivered on time, impartially, and at a high professional standard;
- f. Lead and manage the Infrastructure and Registry Team, including the Mechanisms Registries Unit, responsible for the development, operation, and maintenance of registry systems (e.g. the Article 6.4 Mechanism Registry, the Article 6 infrastructure, Voluntary Cancellation Tools, and



supporting databases); ensure alignment with business and regulatory requirements, overseeing interoperability standards between registries, and coordinate with technical service providers and national administrators;

- g. Monitor registry transactions, compliance, and reporting by reviewing, processing, and approving unit transfers and related operations; ensure accurate implementation of decisions issued by the Constituted Bodies; leads the definition and continuous refinement of registry rules, processes, and procedures to ensure transparency, accuracy, and operational efficiency;
- h. Provide authoritative information, guidance, and clarification to Parties, project participants, and stakeholders on registry functions, infrastructure tools, and carbon market-related rules; support intergovernmental negotiations and the Registry Systems Administrator Forum on registry-related matters.

**2. Overseeing the substantive work of the subdivision, and in particular:**

- a. Provide strategic advice on the continuous improvement of governance support arrangement and related procedures, policies and decision-making processes;
- b. Oversee the periodic review of the different processes for the generation and delivery of services by the division with the view to both streamlining and simplifying them, as well as improving related procedures;
- c. Supervise the development and implementation of processes and tools to support the Mitigation division in meeting quality objectives in its products, processes, and services and facilitates the appropriate streamlining of existing processes and identification, prioritisation and introduction of new or improved processes.

**3. Fostering the subdivision's contribution to the inter-governmental process, and in particular:**

- a. Support the preparation of position papers and reports for presentation to intergovernmental bodies by providing programmatic/substantive reviews of draft position papers and reports prepared by others on related issues;
- b. Represent the secretariat at inter-agency meetings, seminars, etc. on substantive-related issues by delivering presentations, keynote addresses and expert input on technical and political sensitive matters, keynote addresses to audiences ranging from senior private and public sector experts to broadly spread large audiences, including events which are broadcast live via the internet, as relevant.

**4. Overseeing the financial and human resources of the unit. In particular:**

- a. Coordinate, lead and supervise the performance of activities and adherence to the core values of the UN and UNFCCC;
- b. Guide the programmatic/administrative tasks necessary for the functioning of the subdivision, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparing inputs for results-based budgeting, interviewing and evaluating candidates for job openings and evaluating staff performance;
- c. Contribute to the reporting on budget/division performance and on programmatic/substantive issues, as appropriate, particularly those presented in biannual and/or annual reports;
- d. Foster teamwork and communication among staff in the unit and across organizational boundaries.

**5. Perform any other job-related activity required** to meet the overall goals of the Mitigation division, as well as for secretariat-wide mandates, goals and objectives, including participating in the overall management of secretariat-wide and division-wide activities, such as serving as a



member of relevant management committees as assigned, and deputizing for the Director, as needed.

### **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.

### **Managerial Competencies:**

**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.

**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 business administration, project management, natural or social sciences, engineering, environmental sciences, economics or a related discipline is required. A first-level university degree in combination with two (2) additional years 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 exp. 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**

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**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 catalyzing consensus among diverse partners. Knowledge of a second official UN language an asset.

### **Specific professional knowledge and skills**

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#### Specific professional knowledge:

Intergovernmental negotiations;  
Managing technical professional and general service support staff.

#### Job-related skills:

In-depth understanding of the strategic direction of climate change mitigation;  
Proven ability to identify, develop and/or assess medium to long-term policy requirements;  
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?**

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\$ 101,540  
(plus variable post adjustment, currently 34.7% 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.