



TEMPORARY JOB OPENING

Manager, P-5

Conference Affairs division,
Choose an item.

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 March 2022 23:59 hrs CET	22/TJO06/CA	As soon as possible	364 days	Bonn, Germany

Publication date: 17 February 2022, Post number: 31044046, Funding: SB500-012

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

The position is located in the Conference Affairs division of the UNFCCC secretariat, which is responsible for providing the full range of conference related facilities and services to the high standards expected by Governments and other stakeholders, whether at conference sessions hosted away from the Bonn headquarters, in Bonn conference premises, or other UN Bonn Campus.

What you will be doing

Reporting to the Director, D-1, **Conference Affairs division (CA)**, you will be responsible for strategic oversight of future COP/other key event strategies, documentation of processes, SOPs and procedures, project/s management of innovation activities, defining business requirements for key IT projects, and streamlining the processes in the division.

Your responsibilities

Particular activities of your role will include the following:

1. Strategic oversight:

- Provide guidance to the Director on conceptual visions for future COP and other key events using technology and innovation coordinating with other division; provide guidance for policies and procedures in terms of conference management and resource implications;
- Contribute to the development of the division's medium- and long-term goals and objectives, and related workplans, with an emphasis on conference management innovation;
- Ensure effective knowledge sharing and support to all key staff across the division in the implementation of these policies and procedures;
- Contribute to the overall sound management of the division through participation in the Senior Management Team and in other internal committees, as required;
- Provide business leadership for key technology projects (DPCCE - digital platform, events management, registrations etc) and be responsible for incorporating innovation in future meetings of COP, SBs, Bureau, and various workshops.



2. Planning, monitoring and reporting:

- a. Support the Director in the development of a division workplan ensuring fully transparent and results-based management; facilitate the design, planning and management of activities undertaken by the division and ensure all activities are aligned with the targets identified in the annual work plan, and that progress is appropriately monitored;
- b. Monitor compliance with a set of sound procedures, standards and tools that are consistent with UN policy and practice in all areas related to Conference Management; ensure sound management of the division's human and financial resources;
- c. Oversee the production of monthly dashboards and quarter reports and provide analyses to the Director; alert Director in case of major deviations and proposes corrective action;
- d. Lead the reporting on budget/programme performance, particularly those presented in annual reports.

3. Conference Services management:

- a. Collaborate closely with the Information, Communication and Technology subdivision to identify innovative conference related IT systems, define business requirements, develop and oversee the implementation, and allocate resources for the completion and timely delivery;
- b. Coordinate and oversees the management of activities undertaken by the division for day-to-day operations, as well as for long-term planning, determining priorities and allocating resources for timely deliveries;
- c. Coordinate/document current practices, processes and SOPs, and effectively communicate these throughout the secretariat;
- d. Build and maintain a positive engagement and partnership with internal and external counterparts in support of effective conference services management.

4. Managing partnerships:

- a. Promote partnerships through networking with relevant counterparts and representing the UNFCCC secretariat at relevant fora within the United Nations system;
- b. Build effective partnerships with host countries, donors and agencies;
- c. Serve as a member of relevant management committees;
- d. Directly support and represent the Director in policy and technical discussions during intergovernmental sessions.

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

Core competencies of your role:

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 conference or event management, international relations, social or political sciences, public or business administration or a related discipline. A combination of relevant academic qualifications and additional two years of qualifying experience may be accepted in lieu of the advanced degree.

Experience:

Required: A minimum of ten (10) years of progressively responsible experience in the area of conference services or event management or general administration or technology with proven managerial experience at the senior level, including at least five years in the United Nations system or an international environment.

Language skills:

Required: Fluency in English, both oral and written. Knowledge of another UN official language is an advantage.

Specific professional knowledge and skills and job-related skills

Specific professional knowledge: Knowledge of project management methodology and techniques; or event management related-system/s. Knowledge of conference technology and trends or technology innovation. Knowledge of international conference services standards and practices, knowledge of applicable administrative rules and procedures, ideally in an international setting. Familiarity with conference services trends and related innovation would be desirable.



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 monthly salary and allowances:
US\$ 7,555 to US\$ 8,124
(plus variable post adjustment, currently 34.2% 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.
