



## VACANCY ANNOUNCEMENT

**Manager, P-5**  
**Mitigation Division**  
Regulatory Framework Implementation Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 April 2025 23:59 hrs CET	VA 25/013/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 supports Parties to facilitate, catalyse and cooperate in the implementation of ambitious climate action in line with global efforts to limit temperature increase below 1.5 degree. 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.

Under the overall supervision of the Director, and with significant leeway permitted for the exercise of independent judgment, the incumbent guides and manages the **Regulatory Framework Implementation subdivision** in the provision of effective support on matters relating to the regulatory framework implementation of the cooperative approaches and Paris agreement crediting mechanism (PACM). In particular the subdivision provides technical and policy advice on and supports to the development of standards and methodologies to the regulatory processes (e.g. Supervisory Body to the Article 6.4. Mechanism (SBM), Clean Development Mechanism Executive Board, (CDM EB) and their panels and working groups, to ensure project activities and designated operational entities/accredited independent entities (DOEs/AIEs) comply with the applicable rules and regulations. The subdivision also provides relevant advice and support in consideration of broader applicability standards and methodologies work and use of expertise in facilitating implementation of the UNFCCC objectives

The Manager furthermore provides policy options on strategy and procedure development and implementation, and monitors the work of teams dealing with regulatory framework implementation issues, ensuring that substantive work programmes and programmed activities are carried out to the highest professional quality standard, in a timely manner and impartially, meeting the objectives and expectations of the constituted body, government and private sector clients and actors. The Manager participates in the operational management of the Mitigation division and in the coordination of work with internal and external actors.



Key functions:

- Developing new policies and regulations including standards, procedures, methodologies, tools, standardized baselines and guidelines for the evaluation of the impact of mitigation action;
- Evaluating and further improve quality management of all regulatory documents and processes;
- Assesses regulatory and/or policy related submissions to the constituted bodies, including submission of new methodologies, requests for revision/clarification of methodologies, etc;
- Managing the assessment of project and programme of activities submitted by activity participants to be register and issue under Paris Agreement crediting mechanism (PACM);
- Managing the assessment of the applicant entities and performance of the designated operational entities (DOEs) under the Paris Agreement crediting mechanism (PACM);
- 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 negotiation process on technical policies and regulation-related issues;
- Analysing the efficiency of implemented standards, methodologies and tools to support Mitigation in meeting quality objectives in its relevant support to the intergovernmental processes;
- 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 with regard to regulatory framework implementation:**

- a. Provide substantive input to ensure the Constituted Bodies (e.g. SBM, CDM EB) 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 and its panels and working groups, and officers of intergovernmental bodies (CMA/CMP) on aspects related to methodologies and project and entity assessment as appropriate;
- c. Advise on the planning and operational activities of the Constituted Bodies by evaluating policy and business developments to ensure that future activities, and the development of appropriate policy instruments in relation to the methodologies and project and entity assessment;
- d. Identify and monitor the implementation of respective changes to ensure that they meet shifting conditions and mandates;
- e. Provide strategic advice and support for the development and implementation of overarching strategies, as well as intra- and inter-divisional policies and procedures; offer policy direction and guidance to the UNFCCC Secretariat, Constituted Bodies, intergovernmental bodies, and stakeholders to ensure the effective and timely implementation of existing mandates and high-quality support to intergovernmental processes.

**2. Leading the formulation, organization and management of activities undertaken by the subdivision in the area of regulatory development to ensure substantive work programmes and programmed activities are carried out in a timely manner, and to meet the expectations of international public users and those of the various internal and external actors:**

- a. Coordinate diverse projects within the division, the secretariat and with other organizations; lead in 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 politically 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.

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

- a. Provide strategic advice on the continuous improvement of standards and standards-related regulatory decision making processes;
- b. Oversee the project and entity assessment processes for the PACM and CDM;
- c. 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;
- d. Supervise the development and implementation of processes and tools to support Mitigation 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.

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

- a. Lead in 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 politically 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.

**5. Overseeing the financial and human resources of the subdivision. As subdivision Manager, the incumbent:**

- 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 (PAS);
- 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 subdivision and across organizational boundaries.

**6. Performing 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 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 qualifying experience may be accepted in lieu of an advanced university 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**

**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 32.0% 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.