



VACANCY ANNOUNCEMENT

ADAPTATION PROGRAMME

National Adaptation Plans and Policy (NAPP) sub-programme

VACANCY ANNOUNCEMENT NO:	VA 13/018/A
PUBLICATION/TRANSMISSION DATE:	21 February 2013
DEADLINE FOR APPLICATION	22 March 2013
TITLE AND GRADE:	Manager (P-5)
POST NUMBER:	FCA-2926-P5-002
INDICATIVE NET ANNUAL SALARY:	US\$ 80,734 to 86,524 (without dependents) US\$ 86,904 to 93,439 (with dependents) (plus variable post adjustment, currently 49.2% of net salary) plus other UN benefits and pension fund
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

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 Parties, in particular developing country Parties, in assessing, developing and implementing adaptation plans, policies and actions aimed at reducing vulnerability and building resilience and in improving the scientific basis for international climate policy and action, including through the review of the adequacy of the long-term global goal.

Responsibilities

The National Adaptation Plans and Policy (NAPP) sub-programme consists of two entities, the Least Developed Countries (LDC) unit and the Adaptation Planning Work stream (APW). APW is accountable for technical support in the design and implementation of national adaptation plans (NAPs); LDC is accountable for facilitation of the LDC Expert Group and capacity building in the preparation and implementation of national adaptation programmes of action (NAPAs) to Least Developed Countries (LDCs).

The sub-Programme Manager reports directly to the Adaptation Programme Coordinator. S/He manages the sub-Programme and its relevant items and inter-sessional activities, serving as lead officer for negotiations on the adaptation planning process. Key results expected are:

1. Development of strategy, policy and operational guidelines to ensure the achievement of the National Adaptation Plans and Policy (NAPP) sub-programme's mandates:
 - a. Provides in-depth advice and guidance on evolving conference mandates and emerging programmes;
 - b. Develops and implements a strategy for interacting and cooperating with external entities, in particular Parties to the UNFCCC, United Nations agencies, research institutions and other relevant governmental, inter-governmental and non-governmental organizations in the area of adaptation; and

- c. Provides advice to the coordinator, deputy executive secretary and executive secretary on the adaptation planning process as well as NAPP sub-programme activities; in particular, advises on the status of the design and implementation of national adaptation plans (NAPs) and the preparation and implementation of national adaptation programmes of action (NAPAs) in LDCs.
2. Technical leadership to the substantive work of the NAPP sub-programme in order to meet current and evolving mandates and challenges of the sub-programme:
- a. Provides substantive leadership and policy guidance to the sub-programme; manages support for the intergovernmental negotiations on the agenda items under the sub-programme's responsibility; manages the organization of inter-sessional activities such as workshops, expert meetings and informal consultations; and develops and implements measures for quality control of the sub-programme's outcomes, including official documents and communications with relevant external actors;
 - b. Ensures that relevant mandates, decisions and implementation guidelines are elaborated into technically sound, viable, sustainable programmes of work, prioritizing and planning activities and outputs within financial constraints;
 - c. Ensures synergy and coordination of the work of the sub-programme with that of other organizational units in the Adaptation programme and in other programmes within the secretariat; in the same context provides 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. Launches new activities as mandated by the COP.
3. Effective and accountable management of the NAPP financial, human and material resources:
- a. Plans and manages the financial resources of the sub-programme with integrity, and ensures accountability to the secretariat and its donors and contributors, monitoring budgets and expenditures and deciding on relevant follow-up action. Provides substantive input to the biennial Programme Budget process. Raises supplementary funds as needed;
 - b. Ensures equitable and transparent management of the sub-programme's staff. Plans and establishes the human resources needs of the sub-programme based on their most effective use to achieve the core mandates of the secretariat. Leads and manages staff of the sub-programme, including through the provision of technical, policy and administrative guidance, delegation of relevant responsibilities, advising on the relevant unit work strategies to achieve the sub-programme's goals, monitoring performance of staff and following up on staff performance through counselling and training activities; and
 - c. Ensures that material resources allocated to the sub-programme are maintained and secured.
4. Representation:
- In the context of the intergovernmental process, directly supports and represents the Coordinator in policy and technical discussions at the working group and SB chair level. The Manager exchanges information with, provides as well as receives guidance from and enhances coordination with representatives of UNFCCC Parties, UN and other international organizations and bodies, research institutions and officers of the negotiating bodies of the UNFCCC. He/she serves as the secretariat's focal point with the UN Office of the High Representative for the Least Developed Countries (LDC), Landlocked Developing Countries and Small Island Developing States (UN-OHRLLS), as well as the secretariat's focal point for all LDC matters.
5. Resource Mobilization:
- Enhances 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 on-going projects. Provides substantive input to the secretariat's central resource mobilization unit in Administrative Services (AS).
6. Knowledge Management:
- a. Ensures synergy and coordination of the work of the sub-programme among the other sub-programmes as well as with other programmes within the secretariat, to ensure that the work of the sub-programme is informed by and of other relevant activities and contributes to achieving the overall mandates and goals of the secretariat.

- b. Leads and participates in environmental scanning for current knowledge and science, best practices and lessons learned pertaining to adaptation issues, including through thematic focal points accountable for continual outreach and internal dissemination of same.
- c. In partnership with the programme's Stakeholder Engagement and Knowledge Management Unit and the secretariat's Communications and Knowledge Management Service, contributes 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. Performs any other job related activity required to meet the overall Adaptation Programme 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.

Essential Requirements

(Only candidates who meet the requirements stated below will be considered)

Education:

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:

- At least ten (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 (3) years of experience in an international environment is a requirement.

Professional knowledge:

- Intergovernmental negotiations
- Global climate change issues
- Managing technical professional and general service support staff.

Job related skills:

- In-depth understanding of the strategic direction of global climate change issues.
- 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 competing 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.

Language skills:

Fluency in English is required, including 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 is an asset.

Expected competencies

Professionalism: Expert knowledge in the field of work under his/her responsibility. Ability to produce high quality outputs on key technical issues. Capacity to review, evaluate and direct the technical work of staff under his/her supervision. Ability to identify key strategic issues. Tact and negotiating skills.

Commitment to Continuous Learning: Extremely proactive in the understanding and promotion of new developments in the appropriate field of work.

Communication: Excellent spoken and written communication skills, ability to defend and explain difficult issues with respect to key decisions. Proven ability to communicate complex concepts orally. Willingness and ability to act as a spokesperson and promoter both internally and externally.

Technological Awareness: Good conceptual understanding of technology in the workplace and ability to use relevant software and other applications and equipment relevant to the post.

Teamwork: Good interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural organization.

Judgement/Decision-making: Excellent judgment and proven decision-making skills. Capacity to analyse problems and develop innovative, effective solutions. Ability to display initiative, resourcefulness and imagination. Ability to harness and direct resources to best effect.

Leadership: Proven managerial and leadership skills. Ability to integrate professional knowledge together with pragmatic objectives to produce a results-orientated work programme for individuals and teams. Proven record of building and managing teams and creating an enabling environment. Excellent proven ability to lead, supervise, mentor, develop and encourage good performance.

To apply

Candidates whose qualifications and experience match the requirements for this position, please use the on-line 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.**