



## VACANCY ANNOUNCEMENT

**Team Lead, P-4**  
Mitigation Division,  
Markets and Non-Markets Support and Stakeholders Interaction Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
3 March 2023 23:59 hrs CET	VA 23/015/M	As soon as possible	One year 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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the **Mitigation division** and specifically in the **Markets and Non-Markets Support and Stakeholders Interaction subdivision**, which provides effective support on matters relating to intergovernmental, substantive and technical support to Article 6.2, 6.4 and 6.8, Carbon Pricing, stakeholders' interaction, regulations development, delivering mandates under Article 6.2 (including review) and capacity-building on Article 6.

Within the subdivision is the **Article 6 Capacity Building unit**, which provides substantive support to the Manager and the Director of the division in the development of strategies for enhancing programme implementation on Article 6 capacity-building aimed at strategically showcasing the secretariat's role and impact on climate change.

### What you will be doing

Reporting to the subdivision Manager, P-5, you will be responsible for the team tasked with building capacity and assisting parties in establishing the necessary institutional arrangements, reporting and/or other technical support towards participation in the cooperative approaches (Article 6.2), market mechanism under Article 6.4 and non-market-based approaches under Article 6.8.

### Your responsibilities

#### **1. Planning and providing policy advice:**

- Propose policy directives and plans of action for immediate and long-range initiatives to galvanize political and financial support; identify emerging trends; analyse implications and make recommendations on possible approaches and initiatives;
- Plan and implement the operational activities required to align with and support the designed strategic platform for the workplans, incorporating an integrated approach that includes policy advice, processes, capacity-building and the development of the required intelligence, tools, resources and services;
- Assist the Manager in formulating resource mobilization and partnerships on capacity-building through innovative strategies;



- d. Assist the Manager in establishing ambitious goals and priorities through results-based programmatic approaches; monitoring, evaluation and learning in all work, and ensure strong cross-divisional teamwork;
- e. Provide substantive inputs in the preparation of position papers, monitor the implementation of the Article 6 capacity-building activities; prepare annual reports for presentation to intergovernmental bodies related to capacity-building work;
- f. Engage with COP partners and other Non-COP partners, including through regular consultations on resource mobilization requirements and priorities for new and enhanced cooperation; further develop tools for donor profiling, visibility and outreach.

**2. Executing and coordinating capacity-building activities relevant to Article 6:**

- a. Provide analysis and substantive inputs to reports on relevant inter-governmental and inter-agency discussions bearing relevance to advancing capacity-building initiatives on Article 6;
- b. Organize workshops, events, develop training materials and tools to deliver support to countries in participating in Article 6 instruments;
- c. Lead the work on development and deployment of the Article 6 capacity-building work programme in collaboration with other substantive units and regional collaboration centers (RCC);
- d. Lead the work on preparing regular reporting to the UNFCCC sessions on capacity development;
- e. Assist the Manager in establishing partnerships and extra-budgetary contributions;
- f. Lead, coordinate programmes, projects and initiatives requiring inter-divisional and/or interagency involvement and participation on capacity-building; liaise and collaborate with the Executive Office and the cross-cutting divisions' teams to deploy capacity building initiatives;
- g. Provide support in the convening and servicing of governing and subsidiary bodies on matters related to the area of capacity-building.

**3. Involvement in representation and partnerships:**

- a. Draft responses to comments, statements, and queries from Parties; prepare executive briefs, drafts and reports, bringing issues of political sensitivity to the attention of the Manager, advising on the potential impact to the secretariat's reputation and work;
- b. Represent the secretariat in speaking engagements, making presentations to external groups on secretariat's activities, participating in round tables, seminars and conferences to promote use of the Article 6 instruments in increasing ambitions;
- c. In collaboration with Manager and Director, develop and maintain strategic relationships with key constituencies, including within the UN system, in support of Article 6 capacity-building activities;
- d. Develop and maintain relations with senior government officials and advise them on issues and policies of mutual interest pertaining to Article 6 issues;
- e. Ensure a coordinated approach by the division and within secretariat in approaching stakeholders and related client-relationship management; maintain an up-to-date database of contacts of all stakeholders relevant to Article 6 capacity-building work.

**4. Overseeing implementation of the work programme of the unit:**

- a. Plan, manage, supervise and carry out the annual work plan of the Article 6 Capacity Building unit, determining priorities, and allocating resources for the completion of outputs and their timely delivery; ensure that the outputs produced by the Capacity Building unit meet high-quality standards and that they support relevant UNFCCC mandates;
- b. Carry out the programmatic and administrative tasks necessary for the efficient functioning of the unit, including the preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance and interaction with service providers and UNFCCC partners;



- c. Formulate the programme of work and the required budget allocation of the unit; guide the work of staff assigned to specific activities or initiatives;
- d. Ensure that the outputs produced by the unit maintain high-quality standards; that reports are clear, objective, and based on comprehensive data; ensure that all outputs produced by the unit meet required standards before completion to ensure they comply with the relevant mandates.

**6. Perform any other job-related activity required to achieve the goals and objectives of the unit, subdivision, division and/or the secretariat.**

**Competencies:**

**Applying Professional Expertise:** Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

**Being Responsive to Clients and Partners:** Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

**Working with Teams:** Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

**Managerial Competencies:**

**Managing Performance and Developing People:** Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.



## **Your qualifications**

### **Educational Background:**

**Required:** Advanced university degree (Masters) in development studies, economics, political science, international relations, environmental studies, or in a related discipline. A combination of a university degree plus two years of substantial professional experience in the field may be accepted in lieu of an advanced degree in the relevant discipline.

### **Experience:**

**Required:** At least seven (7) years relevant professional working experience on climate change, carbon markets, policy analysis and/or development, including experience of economic modelling, stakeholder engagement and/or capacity building. Two years of relevant work experience in an international setting is an asset.

### **Language skills:**

**Required:** Fluency in written and spoken English is required. Working knowledge of other UN official language is an asset.

### **Specific professional knowledge and skills and Job-related skills**

- Experience in conceptualizing and delivering capacity building initiatives in climate space.
- Knowledge and experience of climate change and/or carbon markets and policies are essential.
- Knowledge of various capacity building tools, methods and systems.
- Experience in interaction with various stakeholders including governments and governmental agencies, international organizations, research institutions, private sector and non-governmental organizations.
- Familiarity with the UNFCCC intergovernmental process is desirable.
- Sound analytical and strong drafting and editing skills, good planning and organisational skills, clarity of written and oral communications.
- Excellent communications and negotiating skills, ability to communicate with both technical and non-technical staff.
- Proven ability to prioritize and deliver tasks on time and to produce quality results while meeting established goals.
- Excellent knowledge of substantive subjects in the context of climate change.
- Ability to coordinate multi-stakeholders.

### **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>



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**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\$ 77,326 to US\$ 85,737  
(plus variable post adjustment, currently 27.7% 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.

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