



VACANCY ANNOUNCEMENT

Director, D-1

Means of Implementation Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 August 2021 23:59 hrs CET	VA 21/032/Mol	As soon as possible	Two years 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 by 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.

The Means of Implementation division provides critical assistance to Parties for enhancing access to and mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement by supporting the climate finance architecture, international cooperation on climate technology development and transfer, and the implementation of the capacity-building arrangements and processes.

What will you be doing:

The Director of the Means of Implementation Division is responsible and accountable for supporting Parties in mobilizing and scaling up support for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, by providing support to the climate finance architecture, promoting international cooperation on climate technology development and transfer, and implementing capacity-building arrangements and processes.

Where will you be working:

This position is located at the UNFCCC secretariat in Bonn, and reports to the Senior Director (D-2) of the Programmes Coordination Department.

You will have the following responsibilities:

Within delegated authority, you will be responsible and accountable for the following:

1. Strategic Planning and Policy Advice:

- a. Promote effective and innovative approaches in climate finance for decisive implementation of the commitments under the Convention and the Paris Agreement;
- b. Lead the analysis of best practices and lessons learned on climate change financing, technology and capacity building initiatives in global private and public sectors;
- c. Provide authoritative advice to the direct supervisor as well as the Executive Secretary (ES) and the Management Team (MT) on the Means of Implementation Division's scope of action, including the economic, political and technological factors that may impact on the work of the secretariat and the provision of enabling support to action by developing countries on adaptation and mitigation;
- d. Contribute to the development of secretariat policies and strategies, and to the overall



management of the secretariat, by serving as a member of managerial groups, providing advice to senior management on policy issues, and undertaking specific managerial assignments related to the work of those groups. Promote collaborative work methods and innovative approaches to work programme implementation;

- e. Conduct consultations and negotiations on issues related to the Convention and the Paris Agreement implementation processes, and on matters of joint interest, with senior representatives of partner organizations, intergovernmental and non-governmental organizations and other Conventions.

2. Management:

- a. Manage, guide, develop and train staff under his/her supervision; leverage the team's work to provide high quality technical support to UNFCCC's business needs, aiming at enhancing their performance and delivery, in close coordination with the various work units in the secretariat for alignment with best quality practices and new policy developments;
- b. Foster teamwork and communication among staff in the division and across organizational boundaries;
- c. Oversee staff recruitment for the division, taking due account of geographical and gender balance;
- d. Evaluate staff performance, monitor performance improvement plans and provide transparent and thorough feedback to strengthen the division's overall team cohesion and to encourage synergies and cross-fertilization;
- e. Disseminate and encourage capacity-building by contributing to the shaping of enabling policies, tools and mechanisms to facilitate organizational knowledge sharing and advancement;
- f. Monitor the organization of the division's meetings and workshops, and decide on relevant programme attendance; clear and sign related MOUs, invitations, documents for meetings/workshops and their reports;
- g. Develop the work programme and budget for the division, including determining related resources requirements, expected outputs and performance indicators; supervise the implementation of the work programme, ensuring effective and efficient delivery of outputs;
- h. Manage and monitor the division's financial resources, including preparation of inputs for results-based budgeting; reporting on programme performance and ensuring that programme adjustments meet mandated objectives.

3. Leadership:

- a. In consultation with senior management and the Director of the Intergovernmental Support and Collective Progress Division, take the lead in directing the division's support to sessions of the subsidiary bodies (SBs), the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA), and other bodies and process established under these instruments, ensuring in-house consultations and coordination with other divisions as well as quality and timely submission of official documents;
- b. Direct the work of the Means of Implementation division in the areas of climate finance, capacity-building and climate technology development and transfer;
- c. In consultation with the senior management and in close cooperation with directors of other divisions, provide strategic guidance to Means of Implementation staff through subdivision managers on the ways and means of meeting the inherent challenges of the intergovernmental negotiations and implementation processes;
- d. Coordinate the development of project proposals in accordance with the approved work plan and mandates; oversee the management of approved projects;



- e. Keep the division's activities under constant review with the aim of identifying potential improvements and innovations which lead to more effective ways of achieving the results mandated by Parties;
- f. In accordance with the secretariat's strategy and goals, direct the Means of Implementation Division's liaison activities with partner organizations, including the CTCN, GEF, GCF, Adaptation Fund, UNDP, and UNEP, multilateral development banks, and other (international) financial institutions, ensuring an effective information exchange and support by partner organizations for the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

4. Representation, Partnerships and Resource Mobilization:

- a. Oversee the operational activities and technical work in support of constituted bodies and expert groups; advise and consult with senior management on matters of strategic importance and on secretariat representation at meetings of the constituted bodies;
- b. Provide authoritative Means of Implementation Division related expertise to UNFCCC negotiations and institutions;
- c. Work closely with the cross-cutting Communications and Engagement division to enhance knowledge and understanding of the needs to effectively support efforts of developing countries efforts to address climate change, through finance, technology and capacity-building;
- d. Represent the secretariat at high and senior expert levels in various international fora relating to the implementation of the Convention, the Kyoto Protocol and the Paris Agreement, and interacts with senior managers of partner organizations;
- e. Support and represent the secretariat in policy discussions at the highest levels, including in intergovernmental meetings, events and other for a ;
- f. Forge appropriate partnerships and collaboration with external actors to further the implementation of the Convention in developing countries insofar as it relates to the mandates on finance, technology and capacity-building;
- g. Contribute to a unified and coherent secretariat-wide approach to resource mobilization and partnership, in close coordination with Resource Mobilization and Partnership (RMP) subdivision;
- h. Contribute to the enhancement of the secretariat's effectiveness in resource mobilization efforts by identifying potential donors, and coordinate engagements with the RMP unit.

5. You will perform any other job-related activity required to achieve the goals and objectives of the secretariat.

Competencies:

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 division .

Being Responsive to Clients and Partners: Creates a culture of service and client orientation in which managers make client needs a top priority; Seeks feedback from clients and partners and feeds this back to the team to update service standards; Places clients at the center of strategies, policies and processes; Challenges managers to consider how to elevate service standards further,



and to work more effectively with clients; Regularly audits all division systems and processes to ensure they are aligned to deliver excellent client service; Takes personal responsibility for any lapses in service standards and acts swiftly to redress these; Scans the internal and external environment for opportunities to establish cooperative partnerships and alliances.

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.

Leading and Empowering Others: Pushes autonomy and empowerment downwards to the division, creating an environment where managers feel motivated to perform; Empowers and holds managers accountable for serving as a role model in achieving gender equity targets; Ensures that individual teams and work units within the division feel connected to the wider organization; Shows a deep understanding of the division's capabilities and resources, and uses this to allocate activities and coordinate delivery across the different work units; Inspires staff within the division, and across the organization, by connecting with individuals at all levels; Proactively seeks out opportunities to represent and speak for the organization externally.

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 division operates; Is aware of and sensitive towards the strategic priorities of the organization, external partners and the wider development and humanitarian context.

What are we looking for:

Educational Background

Required: Advanced university degree in environmental science, economics, finance, public policy, international development cooperation or a related area. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: At least fifteen years of progressively responsible professional experience, on issues related to climate change or implementation of the Convention, the Kyoto Protocol and the Paris Agreement, with a focus on financial mechanisms and financial resources for adaptation and mitigation, development and transfer of technologies, capacity building and education, international development cooperation, or complex negotiations in an international environment. Experience in developing countries is an asset.

Language skills

Required: Fluency in English (both oral and written).



Desirable: Knowledge of another UN official language.

Specific professional knowledge

Sound knowledge of financial instruments and processes in the finance sector, technologies and technology transfer processes, capacity building activities and international development cooperation. Proven track record of international negotiation skills/support on climate change issues is an asset.

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>. Candidates are expected to submit a motivation letter as part of their online application.

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. Egon Zehnder International supports UNFCCC in the recruitment process for this position.
4. Indicative net annual salary and allowances:
US\$ 102,715 to 112,643
(plus variable post adjustment, currently 35.9% 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 all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.
