



## VACANCY ANNOUNCEMENT

**Manager, P-5**  
**Intergovernmental Support and Collective Progress Division**  
External Relations Unit

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 January 2026 23:59 hrs CET	VA 26/005/ISCP	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 will you be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Intergovernmental Support and Collective Progress division, which enables the governing and subsidiary bodies of the Convention, the Kyoto Protocol and the Paris Agreement to function and thus facilitate progress in the climate process. The division also ensures the coherence, consistency and timeliness of the work of the bodies and enable and support overarching processes, such as the Global Stocktake under the Paris Agreement.

### What you will be doing

The incumbent reports to the Director (D-1) of the Intergovernmental Support and Collective Progress division and is accountable for establishing, maintaining and strengthening relations, communication and coordination with a wide range of internal and external stakeholders and players, including other UN, government, political bodies and communities, and for providing advice to senior leadership on strategies for relation management with the Parties on a multi range of sensitive issues.

### Your responsibilities

#### **1. Strategic advice, planning and oversight;**

- a. Manage communication and liaisons with Parties, observer States and negotiating groups on policies, positions and issues related to the mandate of the secretariat. As the lead officer for external relations management, analyse views and communicate s relevant information within the secretariat; respond to external and internal queries and provide information related to the secretariat;
- b. Provide critical inputs to developing a corporate external relations architecture to establish a clear, structured and strategic approach to external relations expansion and strengthening; identify gaps, barriers or inefficiencies, working jointly with the Communications and Engagement team and the Executive Office team for cross-fertilization and coordination;
- c. Analyse and evaluate critically existing external relations procedures, policies and resolutions applied in the secretariat; , formulate strategic advice and develop conceptual and briefing



notes on new strategies for managing relations with Parties, for the negotiating processes and for the implementation of policies and projects; proposes changes for enhancing synergies within the cross-cutting divisions and with the Executive Office as well as with Operations and Programme Departments, aiming at achieving a more strategic, effective and targeted external relations management by the secretariat;

- d. Establish, coordinate and nurture efficient and effective working relationships and open communication channels with representatives to meetings, diplomatic missions and negotiating groups at the highest level on policy related matters, planning and information sharing with respect to emerging challenges and cross-cutting issues; be responsible for keeping updated information and for the implementation and review of relevant procedures for engaging National Focal Points as the principal point of contact with Parties, and for coordination with observer States and negotiating groups;
- e. Lead the preparations for a series of High-Level events at the level of Heads of State and Government and Ministers. by developing agendas, engaging Parties to promote participation, liaise with UNFCCC divisions on thematic aspects, collaborate with UNFCCC on operational and logistical matters, and coordinate with host countries on programme, protocol and participation of Leaders;
- f. Advise on protocol-related matters; in close coordination with the Conference Affairs and Legal Affairs Divisions; collaborate with the registration team at the sessions of the COP and its subsidiary bodies; contributes to the support provided to negotiating groups, as well as the organization of official statements during meetings;
- g. Manage the preparations for UNFCCC ad hoc meetings as related to external relations; carry out an intensive information dissemination and communication programme for these meetings including briefing papers, concept note, strategic documents and agendas for visiting delegations from Parties;
- h. Assess trends within specific area of work for facilitating optimal delivery; identify and evaluate risks to alert senior management and propose alternative scenarios for risk mitigation and management;
- h. Provide the Executive Office team with analysis and assessment of political aspects that may affect the management of external relations, including in relation to participation in meetings, smooth interaction and the overall reputation of the secretariat;
- i. Coordinate and supervise the preparation of reports, agendas, executive briefs and technical analyses for submission to senior management and governing bodies.

## **2. Management of the subdivision:**

- a. Plans and manages the financial resources of the Collective Review subdivision, ensuring cost effectiveness and the prudent management of funds;
- b. Ensures synergy and coordination of the work of the subdivision with that of other organizational units within the secretariat. Provides substantive and organizational support to the Director to achieve internal consistency in approaches related to the areas of responsibility while contributing to the overall strategic goals of the secretariat;
- c. Monitors follow-up activities to the sessions, in particular the implementation of resolutions, decisions and recommendations, in order to ensure that such matters are properly reported and assessed upon at future meetings;
- d. Plans and establishes the human resource requirements of the team supporting the Collective Review subdivision, including additional resources needed for sessions, technical workshops and specific events;
- e. Leads and manages the staff of the team supporting the subdivision in a fair and transparent manner, providing guidance, developing workplans, managing performance and enhancing



staff capacity development.

**3. Liaison and representation:**

- a. Represent the unit on secretariat-wide committees, task forces and other groups related to the unit's work and contributes with technical inputs;
- b. Coordinate and enhance relationships with other sectors of the UN, other international organizations and governments on coordination and policy matters; briefs representatives and provides, as appropriate, suggestions and recommendations;
- c. Participate in conferences, seminars and specialized fora related to his/her assigned area of expertise;
- d. Liaise with representatives of intergovernmental organizations on matters related to meetings and documentation;
- e. Lead discussions and analyses in management meetings and provides technical briefs and substantive documents as needed;
- f. Establish and maintains knowledge and innovation partnerships, including scanning the horizon for and partnering with outside organizations to optimize performance through innovation and best practices and coordinate the preparations of strategic advice to senior management.

**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.

**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.

**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 centre 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 unit / programme 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 unit / programme, 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 unit / programme feel connected to the wider organization; Shows a deep understanding of the unit / programme's capabilities and resources, and uses this to allocate activities and coordinate delivery across the different work units; Inspires staff within the unit / programme, and across the organization, by connecting with individuals at all levels; Proactively seeks out opportunities to represent and speak for the organization externally.

### **Your qualifications**

#### **Educational Background**

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**Required:** Advanced university degree (Master's degree or equivalent) in international relations, political science, public or business administration or related area is required. A first-level university degree (B.A. or equivalent) in combination with two years/extensive years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience**

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**Required:** A minimum of ten (10) years of progressively responsible experience in international relations, external relations, communication, conference management, political science or related area is required. Experience in the provision of procedural and protocol advice to intergovernmental processes in a political environment is required. Knowledge of the intergovernmental climate change process would be an asset.

#### **Language skills**

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**Required:** Fluency in English (both oral and written) is required. Knowledge of other UN official languages is desirable.

#### **Specific professional knowledge and skills**

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**Required:** Experience in managing complex diplomatic issues in an international context; Knowledge of UN system

#### **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\$ 103,165  
(plus variable post adjustment, currently 40.9% 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 candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons with disabilities to apply.

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