



VACANCY ANNOUNCEMENT

Team Lead, P-4

Intergovernmental Support and Collective Progress Division
Collective Progress Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
9 December 2022 23:59 hrs CET	VA 22/070/ISCP	As soon as possible	Until 31.12.2023 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, and more specifically in the Collective Progress sub-division, which is accountable for strategic and substantive support to the work of the governing and subsidiary bodies and for enabling the coherence, consistency and timeliness of the overarching processes, such as the periodic review of the long-term global goal under the Convention and the global stocktake under the Paris Agreement, and ensuring that the scientific and technical basis for these processes is improved.

Reporting to the Manager (P-5) of the Collective Progress subdivision, the incumbent is responsible for leading a team of professional and administrative staff, including the coordination of a cross-divisional taskforce team to prepare and provide scientific and technical advice on the global stocktake and the periodic review of the long-term global goal.

Your responsibilities

1. Leading the intergovernmental processes on the global stocktake referred to in Article 14 of the Paris Agreement and the periodic review of the long-term global goal under the Convention

1.1. Negotiations:

- Lead the formulation and implementation of a strategy to achieve desired outcomes during COPs under relevant agenda items on the global stocktake and the periodic review of the long-term global goal;
- Provide oversight and guidance to programme officers leading the negotiations on the global stocktake and the periodic review;
- Lead the definition of clear objectives for agenda items and develop a plan for achieving them;
- Lead the preparation of high-quality briefing and background analytical products for senior management, the SB chairs and designated co-facilitators for the agenda items;
- Identify emerging issues pertaining to the intergovernmental process assessment of collective progress and the mandates of the secretariat, analyse implications and make recommendations;
- Draft and publish politically sensitive and well-balanced texts that reflect the status of negotiations



and work directly with Parties and negotiating groups to broker consensus on them.

1.2. Organization of mandated events:

- a. Lead the oversight of the work of a team of highly technical secretariat staff with a cross-cutting background to provide substantive support to the co-facilitators of the technical dialogue in the lead up to, during and after sessions of the Subsidiary Bodies;
- b. Provide direct technical support and advice to the co-facilitators of the technical, including ensuring the effective implementation of their vision and plans for the second meeting of the technical dialogue;
- c. Oversee the work of several consultants to support the technical dialogue meetings, including technical, process and logistical aspects in the lead up to, during and after the sessions;
- d. Lead the preparation of a summary report of the second meeting of the first technical dialogue to deliver a high-quality product accepted by the manager of collective progress and the technical dialogue co-facilitators.
- e. Lead the preparation of an information note by the technical dialogue cofacilitators to inform Parties and NPS stakeholders on the objectives and overall plans for the second meeting of the technical dialogue.

2. Provision of support to secretariat teams:

- a. Serve as the secretary to the GST steering committee by drafting the agenda of steering committee meetings, preparing background and briefing materials, as well as preparing meeting summaries and providing overall support to the steering committee;
- b. Coordinate the cross-secretariat taskforce on the GST, including organizing meetings, sourcing technical advice from the taskforce members to prepare technical advice for the steering committee and the technical dialogue co-facilitators;
- c. Serve as the link between the secretariat GST taskforce on the GST and the management of the Collective progress sub-division;
- d. Leading and supervising staff within the collective progress division responsible for supporting the global stocktake and the periodic review of the long-term global goal;
- e. Will ensure the smooth flow of information on the global stocktake from the Steering Committee and the technical dialogue cofacilitators to the responsible substantive staff.

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

Competencies

Being Accountable: Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability within the work unit.

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.



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:

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions and analyses the different options and alternatives before reaching a sound conclusion.

Your qualifications

Educational Background

Required: An advanced University degree (Master's degree or equivalent degree) in economics, social sciences, environmental studies, natural sciences, engineering, development studies, or a related discipline. A first-level University degree in combination with an additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

Required: At least seven (7) years relevant professional working experience on climate change, sustainable development, economics, or social issues, with strong drafting skills on policy and technical papers is required. Experience in compiling, analyzing and updating information and/or content of information systems, databases or webpages is desirable. Experience supervising professional and administrative staff will be an asset. Experience on assessing, in a comprehensive and facilitative manner, collective progress towards achieving the purpose of the Paris Agreement in its long-term goals is desirable, as well as familiarity with the UNFCCC intergovernmental process.

Language skills

Required: Fluency in English is required, including the strength in both written and oral communications as demonstrated through the writing of technical and other official documents and through experience in representation and catalyzing consensus among diverse partners. Knowledge of a second official UN language is desirable.

Specific professional knowledge and Job-related skills:

Required: Sound analytical and strong drafting skills; good planning and organizational skills. Knowledge of information exchange and interaction with various stakeholders including governments, international organizations, research institutions, private sector and NGOs is also an important 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>

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\$ 75,602 to US\$ 83,826
(plus variable post adjustment, currently 20.2% 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.
