



VACANCY ANNOUNCEMENT

ADAPATATION PROGRAMME

Cross-cutting Support and Outreach (CSO) sub-programme

VACANCY ANNOUNCEMENT NO:	VA 13/039/A
PUBLICATION/TRANSMISSION DATE:	21 May 2013
DEADLINE FOR APPLICATION	19 June 2013
TITLE AND GRADE:	Manager (P-5)
POST NUMBER:	FCA-2926-P5-001
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

Two separate entities fall under the umbrella of Cross-cutting Support and Outreach. The Stakeholder Engagement and Knowledge Management (SEKM) unit is accountable for (1) engaging stakeholders and experts, and sharing and managing knowledge across all areas of adaptation; (2) cooperating with other relevant organizations (UN agencies, IGOs, NGOs, regional centres and networks, private sector); and (3) communications and outreach to Nairobi work programme partners, including partners of the Private Sector Initiative, and database administration; the Adaptation Committee Unit (ACU) is accountable for supporting the Adaptation Committee. The Adaptation Committee's mandate is to promote the coherent implementation of enhanced action on adaptation (see FCCC/SB/2012/3). It is an advisory body to the COP on adaptation to the adverse effects of climate change.

The sub-Programme Manager reports directly to the Adaptation Programme Coordinator. S/He manages the CSO sub-Programme and its relevant items and inter-sessional activities, and also serves as lead officer for negotiations on the intergovernmental process of the Adaptation Committee and on adaptation matters under the Ad Hoc Working Group on the Durban Platform. Key results expected are

- **Strategy, Policy and Operational Management and Advice**
- **Technical Leadership**
- **Resources Management**
- **Representation**

1. Develops strategy, policy and operational guidelines to ensure the achievement of CSO 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 issues under the Adaptation Committee, CSO sub-programme activities and across negotiating bodies.
2. Provides technical leadership to the substantive work of the CSO 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 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. Ensures the effective and accountable management of the CSO 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 document. Raises supplementary funds as needed;
 - b. Ensures the 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 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 (as second level supervisor) and following up on staff performance through counselling and training activities; and
 - c. Ensures the material resources allocated to the sub-programme are maintained and secured.
4. Representation:
- During the intergovernmental process the Manager 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.
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 adaptation-wide work is informed by 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 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 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 years' experience in an international environment is a requirement.

Professional knowledge and job related skills:

- Knowledge of the UNFCCC intergovernmental support process is essential.
- Familiarity with global climate change issues.
- Managing financial resources, technical professional and general service support staff.
- 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 competitive 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 the 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 would be 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. The 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. The 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, should 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.**
4. **Salary and allowances:** US\$ 80,734 to 86,524 net (without dependents)
US\$ 86,904 to 93,439 net (with dependents)
(plus variable post adjustment, currently 51.9% of net salary)
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>