



VACANCY ANNOUNCEMENT
CONFERENCE AFFAIRS SERVICES (CAS) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 13/027/CAS
PUBLICATION/TRANSMISSION DATE:	2 April 2013
DEADLINE FOR APPLICATION	1 May 2013
TITLE AND GRADE:	Manager (P-5)
POST NUMBER:	FCA-2942-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 Conference Affairs Services programme provides comprehensive conference services for all sessions of the UNFCCC Convention and Kyoto Protocol bodies, as well as meetings and workshops organized in the intergovernmental climate change process. These services include conference and working facilities allowing for up to 10,000 participants; liaison with Parties, Observer States, IGOs and NGOs; security and protocol arrangements; registration of participants to sessions and meetings; travel arrangements for participants from Parties eligible for funding; planning and editing of parliamentary documents; and coordination of document registration, translation, reproduction, dissemination and storage.

Responsibilities

Under the direct supervision of the Coordinator, the incumbent is responsible for the management of all Conference related activities, such as planning the logistical, technical and substantive arrangements for meetings of the COP and its subsidiary bodies, workshops and other technical meetings organized by the secretariat of the Convention. In particular the incumbent will:

1. Ensure the provision of strategy, policy and operational guidelines to achieve the mandates of the programme:
 - Acts on behalf of the Coordinator in his/her absence with full delegated authority in managing and coordinating the full range of activities related to conference servicing including logistics, interpretation and protocol.
 - Acts as principal adviser to the Coordinator, develops policies and procedures on all matters pertaining to conference servicing. Contributes to the management of the programme's work.
2. Provide technical leadership in meeting current and future events:
 - Manages and directs a team of conference services staff.
 - Plans, organises, implements, manages and oversees the administrative and logistical activities related to conference servicing for conferences, meetings and workshops, including interpretation services.
 - Conceptualises, develops strategy for and oversees the design and implementation of dynamic innovations and sustainability projects.

3. Ensure the effective and accountable management of resources:
 - Plans and manages the financial resources of the sub-programme with integrity and accountability to the secretariat, its donors and other contributors, monitoring budgets and expenditures and deciding on relevant follow-up action. Provides substantive input to the biennial Programme Budget document.
 - Ensures the equitable and fair 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.
 - Ensures the material resources allocated to the sub-programme are maintained and secured.
 - Provides substantive reviews of drafts prepared by others and input in the preparation of and draft reports for presentation to intergovernmental bodies including the Bureau, Management Team and other policy-making bodies, as appropriate.
4. Representation:
 - Promotes partnership and networking by representing the UNFCCC Secretariat at relevant forum within the United Nations system and linking the sub-Programme activities with those of other international organizations.
 - Builds and consolidates partnerships with external actors and organizations.
 - Serves as a member of relevant management committees as assigned.
 - During the intergovernmental process the Manager directly supports and may represent the Coordinator in policy and technical discussions. The Manager exchanges information with, provides as well as receives guidance from and enhances coordination with representatives of Host Countries, UN and other international organizations, donors and agencies.
5. Performs any other job related activity required to meet the overall CAS Programme as well as secretariat wide mandates, goals and objectives, including participating in the overall management of secretariat-wide and programme-wide activities.,

Essential Requirements

(Only candidates who meet the requirements stated below will be considered.)

Education:

Advanced University degree in International Relations, Social or Political Sciences, Public or Business Administration or a related discipline. A combination of relevant academic qualifications and additional experience may be accepted in lieu of the advanced degree

Experience:

A minimum of 10 years in increasingly responsible positions in the area of event management with proven managerial experience at senior level, including at least 4 years in an international environment.

Professional knowledge and job related skills:

Excellent knowledge of event management, operations and logistical planning
 Excellent planning and organizational skills;
 Proven analytical, negotiating and political skills

Language skills:

Excellent knowledge of English (spoken and written) and very good knowledge of another UN official language.

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 (without dependents)
US\$ 86,904 to 93,439 (with dependents)
(Plus variable post adjustment, currently 49.2% of net salary) plus other UN benefits as indicated in the below link.
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>