



VACANCY ANNOUNCEMENT

Special Assistant to Senior Director, P-4 Programmes Coordination Department

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
10 May 2023 23:59 hrs CET	VA 23/020/PC	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.

Programmes Coordination provides strategic direction and oversight in relation to the work of the Programmes department, comprised of the four Programmes divisions (Adaptation, Means of Implementation, Mitigation, and Transparency). It will ensure strategic, substantive and administrative coherence and synergy in the delivery of their work programmes, including in relation to the established intergovernmental processes and constituted bodies, as well as provide coherent support for implementing mitigation and adaptation action enabled by the provision and mobilization of means of implementation while ensuring transparency of action and support.

Where you will be working

This position is located within front office unit which provides support to the Senior Director, and will develop, coordinate and deliver substantive and operational support for internal and external engagements, responsible for cooperation with the Offices of the Executive Secretary and Deputy Executive Secretary, and with Operations Coordination; develops or amends workflows and/or Standard Operating Procedures (SOPs) to ensure efficient and effective processes; coordinates cross cutting work of the department, prepares briefing notes and background for internal and external engagements of the Senior Director and other responsibilities as assigned.

Your responsibilities

Under the direct supervision of the Senior Director, Programmes Coordination Department, the responsibilities will include the following:

- Provides support and coordination to the Senior Director on cross cutting department issues coordinating with Operations Coordination, other directors, managers and administrative assistant within the direct supervision of the Senior Director;
- Assists in developing department wide workplans (including short and long-term plans) and periodic reviews with appropriate benchmarks/KPI;
- Assesses issues, researches topics, analyzes and synthesizes information and requests; makes recommendations on possible policies, strategies and other measures to address issues of concern and to enhance implementation of the strategic goals of the secretariat;
- On internal/external queries, assists in formulating possible responses or necessary actions and ensures appropriate procedures to follow-up and mitigate delays;
- Oversees the proper coordination of agendas and messaging from the Programmes



- Department senior management team on key issues;
- Provides direct support to the dissemination of management decisions with appropriate mechanisms in place to facilitate and monitor implementation, as appropriate; provides strategic input on how to enhance communication of management decisions where needed;
 - Working with relevant parties, organises and manages coordination meetings between relevant teams and Senior Director, ensuring effective cooperation and information sharing;
 - Consistently and proactively identifies, analyses and monitors developments and emerging issues both internally and externally that are of interest and relevance the Programmes Department;
 - Drafts and reviews/prepares briefs/reports and background papers for completeness, strategic messaging, in liaison with appropriate managers and teams;
 - Ensures substantive preparation for meetings/special events, missions by providing and organising briefing and/or speaking notes, working documents and/or mission critical files/plans, ensuring logistical arrangements, etc.;
 - Facilitates the coordination of pre-sessional and in-session support to Parties negotiations on substantive issues, including in the context of overarching decisions of UNFCCC conferences.
 - Coordinates with appropriate divisions for administrative issues as required;
 - Manages a small front office team of the Senior Director; and
 - Performs other duties as required.

Core competencies of your role:

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.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

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: Advanced University degree in international relations, law, climate change, environmental or social sciences or related areas is required. A first-level university degree in either of the relevant area and in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of seven (7) years of relevant experience in intergovernmental administration, including working with, coordinating and liaising with various senior level stakeholders. Expertise in substantive analysis and drafting. Experience in managing teams in highly desirable.

Language skills:

Required: Proficiency in English (both oral and written) is required. Knowledge of another UN official language is an advantage.

Specific professional knowledge and skills and Job-related skills:

Excellent interpersonal and communication skills, flexibility and organizational skills with strong capacity in multitasking, in particular in high-pressure situations.

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\$ 77,326 to US\$ 85,737
(plus variable post adjustment, currently 38.3% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>



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UNFCCC secretariat 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.
