



## VACANCY ANNOUNCEMENT

**Chief of Staff, P-5**  
Executive Division  
Office of the Executive Secretary (OES)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 June 2023 23:59 hrs CET	VA 23/060/E	As soon as possible	Two years 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 in the UNFCCC secretariat located in Bonn. Reporting directly to the Executive Secretary, the Chief of Staff leads a front-office team providing strategic advice and specialized support regarding the institution, leading internal coordination with the Office of the Deputy Secretary (ODES), Management Team and cross cutting functions to ensure optimal functioning of the Office of the Executive Secretary (OES) and the secretariat.

### Your responsibilities

Within delegated authority, the Chief of Staff will be responsible for the following:

#### **1. Strategic Planning and Policy Advice:**

- Provides advice to the Executive Secretary on strategy development and implementation as well as on intra and inter-divisional/departamental policies, procedures, and mechanisms for streamlining coordination.
- Participates in the development of the corporate planning exercise and related new policy formulation; on behalf of the Executive Secretary, provides substantive inputs in the preparation of position papers and reports for presentation to intergovernmental bodies and policy-making organs, as appropriate.
- Plans and oversees the management of activities undertaken by the team under supervision. In cooperation with the, DES, Senior Directors, their teams and cross-cutting functions ensures that work programmes and activities which are critical for the secretariat management are carried out in a timely fashion, coordinating diverse projects supporting collective decision-making by the senior management;
- In coordination with ODO, advises the Executive Secretary on innovation and/or change management programmes and trends that may affect UNFCCC institutional performance and work impact based on comprehensive corporate monitoring and reporting
- Provides inputs for the effective coordination and preparation of the Executive Secretary's regular meetings with heads of programmes/divisions.



- f. Ensures high quality support to the Executive Secretary's outreach and representational activities, in coordination with the Communications and Engagement and the Intergovernmental Support and Collective Progress Divisions, as well as with the Programmes and Operations Departments.
- g. Participates in the Executive Secretary's Management Team and on his/her behalf provides advice and counsel in strategic discussions and policy setting as well as to ensure follow up to agreed actions and commitments made by the Executive Secretary.

## **2. Management of the OES and internal Coordination:**

- a. Coordinates the OES, ODES teams as well as the management teams to seamlessly execute a well-planned, fully coordinated schedule for the ES travel, bilateral discussions, speeches, and meetings.
- b. Ensures active and open communication to and from the Executive Secretary's office; keeps the Executive Secretary informed of critical issues requiring intervention and decision internally and externally.
- c. Provide supervision, managerial leadership, and oversight to ensure the effective and efficient delivery of OES functions
- d. Promote a healthy working environment where staff members are provided with clear objectives, goals, direction, guidance, and appropriate tools to enable them to meet their responsibilities effectively and efficiently
- e. Ensures that the outputs produced by the unit maintain high-quality standards; that reports are clear and based on comprehensive data, meet the required standards; carries out administrative tasks necessary for the functioning of the Unit, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance, interviews of candidates for job openings and evaluation of candidates.
- f. Provides programmatic and substantive reviews of proposed workplans and drafts, determining priorities, and allocates resources for the completion of outputs and their timely delivery.
- g. Manages the ES' engagement with the office Secretary-General, to ensure objectives are met.
- h. Participates in or leads taskforces, working groups and meetings in support to and on behalf of the Executive Secretary.
- i. Works closely with the cross-cutting Communications and Engagement division to catalyze action and support to the activities of the Secretariat and communication to staff.

3. Performs any other job-related activity required to achieve the goals and objectives of the secretariat.

## **Competencies**

**Delivering results:** Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances.



## **Managerial Competencies:**

**Managing Performance and Developing People:** Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to particular circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

**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.

**Thinking Strategically and Building the Vision:** Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

## **Your qualifications**

### **Educational Background**

**Required:** Advanced university degree (Master's degree or equivalent) in business or public administration, social sciences, political sciences, law or related area. A first-level university degree in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Experience**

**Required:** A minimum of ten years of progressively responsible experience in public administration, strategic management and planning, international development, multilateral diplomacy or interagency cooperation or related field. Experience in climate change process and multi-lateral process is desirable.

### **Specific professional knowledge and Job-related skills**

Strategy development and policy advice support to the institution; portfolio/project management; managing technical professional and general service support staff.



### **Language skills**

**Required:** Fluency in English (both oral and written) is required; knowledge of another UN official language is desirable.

### **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\$ 92,731 to US\$ 99,706  
(plus, variable post adjustment, currently 37.6% of net salary),  
and 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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