



VACANCY ANNOUNCEMENT

FINANCE, TECHNOLOGY AND CAPACITY BUILDING (FTC) PROGRAMME

VACANCY ANNOUNCEMENT NO:	VA 12/088/FTC
PUBLICATION/TRANSMISSION DATE:	19 November 2012
DEADLINE FOR APPLICATION:	02 January 2013
TITLE AND GRADE:	Coordinator, D-1
POST NUMBER:	FCA-2925-D1-001
INDICATIVE ANNUAL SALARY:	US\$ 95,270 to 101,915 net (without dependents) US\$ 103,070 to 110,741 net (with dependents) (plus variable post adjustment, currently 46.1% of net salary) plus other UN benefits and pension fund
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 Finance, Technology and Capacity-building (FTC) programme supports the mobilization of financial resources, international cooperation on technology development and transfer, capacity-building; and education, training and public awareness to enable enhanced action by Parties related to climate change.

Responsibilities

The Finance, Technology & Capacity Building (FTC) programme Coordinator works closely with and reports directly to the Executive Secretary (ES) of the secretariat. The FTC programme comprises two sub-programmes that are responsible for: Technology (T) and Finance and Capacity Building (FC). The incumbent is accountable for effective strategy, policy development, planning and direction in the management of the programme's mandated goals and objectives. S/He is an integral part of the secretariat's Management Team (MT) and contributes to the overall management of the secretariat through membership in various managerial groups.

The key results / accountabilities of the Coordinator include:

- Strategic Vision and Policy Advice
- Programme Leadership and Management
- Resource Management
- Senior Representation

1. Enhances the secretariat's ability to achieve its overall mandate through strategic vision and policy advice to the ES. Activities include:

- a. Leading the analysis of best practices and lessons learned on climate change financing and technology initiatives in global private and public sectors;
- b. Forging appropriate partnerships and collaboration with external actors to further the implementation of the Convention in developing countries insofar as it relates to the mandates on finance, technology and capacity enhancement.

- c. Providing authoritative advice to the ES and the MT on FTC programme related activities and the economic, political and technological factors that may impact on the work of the secretariat and the provision of enabling support to action by developing countries on adaptation and mitigation;
- d. Contributing to the development of secretariat policies and strategies, and to the overall management of the secretariat by serving as a member of managerial groups, providing advice to the ES on policy issues, and undertaking specific managerial assignments related to the work of those groups.

2. Ensures effective programme leadership and management targeted to support Parties in the inter-governmental process on FTC related matters. Activities include :

- a. In consultation with the ES, taking the lead in directing the whole process of FTC programme preparation for sessions of the SBI, SBSTA, COP and CMP and other bodies and processes established under the Convention and the Kyoto Protocol, ensuring in-house consultations and coordination with other programmes as well as quality and timely submission of official documents;
- b. Directing the work of the two FTC sub-programmes in the areas of Finance & Capacity Building and Technology;
- c. In consultation with the ES and in close cooperation with heads of other programmes and the Director for Implementation Strategy, providing strategic guidance to FTC staff through sub-programme managers on the ways and means of meeting the inherent challenges of the intergovernmental negotiations and implementation processes;
- d. Overseeing the operational activities in support of meetings, workshops, constituted bodies and expert groups; acting as secretary to constituted bodies under the Convention and Protocol or delegating this responsibility to Managers; advising and consulting with the ES on matters of strategic importance and on secretariat representation at meetings of the constituted bodies;
- e. In accordance with secretariat's strategy and goals, directing the FTC programme's liaison activities with partner organizations, including the Global Environmental Fund (GEF), Green Climate Fund (GCF), UN Development Programme (UNDP), and UN Environmental Programme (UNEP), multilateral development banks etc., ensuring an effective information exchange and support by partner organizations for the implementation of the Convention and the Protocol.

3. In accordance with UN rules and UNFCCC guidelines and policies, plans, directs and manages the resources (financial, human and material) of the FTC programme with staff of approximately 30 members and biennial budget of around EUR 10 million, while ensuring integrity and accountability for assigned resources. Activities include:

- a. Developing and overseeing implementation of the work programme including determining related resources requirements for its implementation; establishing expected outputs and performance indicators to ensure effective and efficient delivery of outputs necessary to fulfil the work programme's long-term objectives; ensures regular reporting on programme performance;
- b. Keeping the programme's activities under constant review with the aim of identifying potential improvements and innovations which lead to more effective ways of achieving the results mandated by Parties;
- c. Directing the programme's human resources, while ensuring that principles of effective staff management are implemented by all programme supervisors, competence-based decision-making process in recruitment is in place, performance management and activities promoting good communications and a healthy work environment are promoted; as first line supervisor has accountability for recruitment, performance management, continuous learning, career development and staff counselling;
- d. Coordinating the development of project proposals in accordance with the approved work plan and mandates; undertaking fund-raising/resource mobilization in consultation with the Executive Secretary and overseeing the management of approved projects.

4. Represents the secretariat, ensuring the image of the secretariat as a respected partner and relevant climate change advisor. Activities include:

- a. Providing authoritative FTC programme related expertise to UNFCCC negotiations and institutions;
- b. Facilitating the flow of authoritative information on the implementation of the Convention and the Kyoto Protocol;
- c. Representing the secretariat at high and senior expert levels in various international fora relating to the implementation of the Convention and the Kyoto Protocol and interact with senior managers of partner organizations;

- d. Supporting and representing the ES in policy discussions at the highest levels, including in intergovernmental meetings;
- e. Enhancing 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.

5. Performs any other job related activity required to achieve the goals and objectives of the secretariat, including acting as Officer-in-Charge of the secretariat upon request by the ES.

Essential Requirements

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

Education: Advanced university degree in environmental science, economics, finance, public policy, international development cooperation or a related area. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced degree.

Experience: At least twelve (12) years of progressively responsible professional experience, on issues related to climate change or implementation of the Convention and the Kyoto Protocol, with a focus on financial mechanisms and financial resources for adaptation and mitigation, development and transfer of technologies, capacity building and education, international development cooperation, or complex negotiations in an international environment. Four (4) years should have been at international level. Experience in developing countries is an asset.

Specific professional knowledge and skills: Good knowledge of financial instruments and processes in the finance sector, technologies and technology transfer processes, capacity building activities and international development cooperation. Proven track record of international negotiation skills/support on climate change issues is an asset. Excellent management and leadership skills; Ability to identify strategic issues, provide analysis and solve problems; Strong negotiations skills and ability to influence others to reach agreement.

Language requirements: Fluency in English (both oral and written) is essential. Working knowledge of another UN official language is desirable.

Expected competencies

Professionalism: Demonstrated ability to manage a diverse spectrum of highly complex and novel legal issues, negotiation skills, demonstrated planning, management and leadership skills. Ability to translate strategic directions into effective operational activities.

Communication: Excellent communication skills, both oral and written.

Judgment/Decision Making: Mature judgment and initiative, imagination and resourcefulness, energy and tact. Proven ability to provide strategic direction.

Vision: Ability to identify key strategic issues, opportunities and risks. Clearly communicates links between the secretariat's strategy and the programme's goal.

Management/Leadership: Proven track record of excellent management and leadership skills. Ability to delegate appropriate responsibility, accountability and decision-making authority. Demonstrated flexibility in managerial decisions relating to administrative issues. Proven analytical skills of complex human resources, budgetary, financial and administrative management policy and programmatic issues. Ability to develop and implement change initiatives.

To apply

Candidates whose qualifications and experience match the requirements for this position, please 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.**