



VACANCY ANNOUNCEMENT

Team Lead, P-4
Adaptation Division
Review Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 June 2024 23:59 hrs CET	VA 24/043/A	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.

Where will you be working

The post is located in the Adaptation division, specifically under the Review subdivision, which supports the provision of coherent and holistic guidance on adaptation to Parties, including by way of supporting the Adaptation Committee; providing support to the implementation of the UAE Framework for Global Climate Resilience (the GGA Framework) and the work programme related to it; supporting the Director in the work of the secretariat on transformational adaptation; providing adaptation input relevant to the technical analyses and syntheses for the GST and transparency arrangements on adaptation; and facilitating engagement and outreach on adaptation to promote action towards the achievement of the objectives and goals of the Convention and the Paris Agreement.

Reporting to the Manager, Review subdivision, under the guidance of the Director of the Adaptation division, the incumbent is in charge of performing the role of the Team Lead of the Global Goal on Adaptation unit (GGA unit), providing technical leadership and advice in supporting the work of the implementation of the provisions related to the GGA Framework and the two-year UAE–Belém work programme on indicators (the Indicators work programme) for measuring progress achieved towards the framework's targets and supporting related intergovernmental processes, representing and coordinating the unit's resource mobilization activities. The incumbent also supports the Director of the Adaptation division in the work of the secretariat on transformational adaptation.

Your responsibilities

- 1. Leading a team of professional staff with and through whom full support is provided to ensure the smooth and efficient implementation of the unit's work programme:**
 - a. Provides technical leadership to the unit, with accountability for work plan development, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives;
 - b. Manages the unit's human resource functions including by drafting job descriptions and participating in recruitment processes;
 - c. Fosters teamwork among staff in the unit and across other units in the subdivision and wider secretariat.



2. Managing the technical work on the GGA Framework and the Indicators work programme, and the associated intergovernmental process, and ensuring the effective delivery of all technical documentation and reports, meeting and workshop organization, logistics and travel support required to support effective and efficient deliberations and decision-making:

- a. Leads the development of the guidelines related to any submissions of views related to the GGA Framework and the implementation of the two-year Indicators' work programme, including those relating to methodologies, timelines and other key parameters;
- b. Guides the compilation and synthesis of submissions and other technical information, and identify themes for any mandated workshops under the work programme;
- c. Manages communications with the Chairs of the subsidiary bodies, current and incoming COP Presidencies, representatives of the IPCC, the Adaptation Committee and other related constituted bodies, as well as associated national, regional and international organizations, centers and networks and other stakeholders;
- d. Manages the production of agendas and annotations, as well as briefings for the Chairs of the subsidiary bodies and chairs or facilitators of relevant negotiating groups;
- e. Manages support for the negotiations on these items at the CMA sessions and prepares briefing notes, supports annotations, annual reports, etc.;
- f. Oversees the organization and logistics, including travel, of all meetings and workshops under the GGA Framework and Indicators work programme.

3. In the area of representation:

- a. Represents the unit on secretariat-wide committees, task forces and other groups related to the unit's work and contribute technical inputs;
- b. Maintains contacts with other sectors of the UN, other international organizations and government entities on coordination and policy matters; brief representatives and provide, as appropriate, advice and recommendations;
- c. Participates in conferences, seminars and specialized fora related to the assigned area of expertise;
- d. Liaises with representatives of intergovernmental organizations in relation to meetings and documentation relevant to this workstream;
- e. Facilitates discussions and analyses in management meetings, and provides technical briefs and substantive documents as needed;
- f. Establishes and maintains knowledge and innovation partnerships, including scanning the horizon for and partnering with outside organizations to optimize performance through innovation and best practices.

4. Resource mobilization:

- a. Enhances the secretariat's effectiveness in resource mobilization efforts by assisting the subdivision Manager and the division Director in the preparation of proposals and donor agreements for supplementary funding for activities in support of the work programme, and in subsequent reporting on progress to donors;
- b. Provides substantive input to the secretariat's central resource mobilization unit.

5. Performing any other job-related activity required to achieve the goals and objectives of the GGA project and related work of the Adaptation division, the Review subdivision and the secretariat.



Competencies

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

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.

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.

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, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Managing Self: Proactively seeks out upward feedback to adjust own behaviors to the needs of the team; Is predictive and consistent in behavior towards all team members; Seeks to become aware of unconscious bias, such as gender bias, and takes steps to mitigate possible consequences; Remains composed in all dealings with staff; Mediates in conflicts between staff members to find constructive outcomes.

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 (M.A. or equivalent) in on a topic related to climate adaptation (such as climate science, ecology, environmental studies, economics, sustainable development, international relations, or a related discipline) is required. A first-level university degree (B.A. or equivalent) in combination with an 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 progressively responsible experience in climate change, environment, international relations or related area is required. At least two of the seven years must include working in an international environment.

Language skills

Required: Fluency in English is required, including strength in both written and oral communications as demonstrated through the writing of technical and other official documents and through experience in representation and catalyzing consensus among diverse partners. Knowledge of a second official UN language is desirable.

Specific professional knowledge and Job-related skills:

- Experience in designing and leading/managing multistakeholder workshops and facilitating discussions between scientists, policymakers and practitioners from diverse areas relevant to adaptation;
- Experience in interfacing stakeholder groups from the international, regional, national and/or subnational levels, in complex settings fostering a common discourse;
- Experience in developing and overseeing the development of reports that synthesize views from different stakeholders and preparing analytical technical papers while ensuring alignment with an overarching vision;
- Demonstrated ability to work under time pressure and stressful environment and managing own emotions while supporting the team;
- Demonstrated understanding of how climate change risks are managed in national and subnational planning efforts, including progress in implementation;
- Familiarity with the intergovernmental negotiations on adaptation and with the UNFCCC constituted bodies.



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
(plus variable post adjustment, currently 42.0% of net salary),
plus 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.
