



VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTION AND MANAGEMENT (EDM) Programme

Office of the Executive Secretary (OES)

VACANCY ANNOUNCEMENT NO:	VA 14/049/EDM
PUBLICATION/TRANSMISSION DATE:	27 June 2014
DEADLINE FOR APPLICATION	26 July 2014
TITLE AND GRADE:	Programme Officer, P-3
POST NUMBER:	FRA-2911-V300-P3-001
DURATION OF APPOINTMENT:	One and a half years
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible
DUTY STATION:	Bonn, Germany

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 Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Responsibilities

The post is located in Executive Direction and Management (EDM), which is accountable for overall oversight, strategic planning and coordination of the secretariat activities in response to the needs of the UNFCCC and Kyoto Protocol bodies. EDM also ensures effective management of the secretariat as an organization, including organizational development, oversight of effective internal policies and processes, and promoting staff motivation and well-being.

The incumbent of the post will report to the Chief of Staff in the Office of the Executive Secretary and will work in close consultation with the Office of the Deputy Executive Secretary. He/she will support the Chief of Staff and the Deputy Executive Secretary in matters related to the following domains:

1. Organizational development support
2. Staff - management relations and related events and activities
3. Internal communications.

Organizational development support:

1. In cooperation with Human Resources and other units as necessary, review the progress of key change initiatives under way in the secretariat, identify implementation problems and issues and propose corrective actions to the Deputy Executive Secretary.
2. Support executive management in its efforts to create a culture in which staff contribute to the secretariat's goal of being a top performing, innovative and efficient organization through:
 - a. Oversight of an innovation maturity assessment to be undertaken by external consultants and

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- implementation of agreed recommendations arising from that work to promote a culture of innovation;
- b. Management of the secretariat Change for Good awards 2014 and 2015 cycles, including promotion of the awards, coordination of the review of staff submissions, and organization of the awards ceremony;
 - c. Proposing additional concrete measures that help promote a culture of top-performance, innovation and efficiency.
3. Carry out research, analysis and conceptual drafting in support of a senior management group tasked to develop scenarios and recommendations for the development of the organization in the period after 2015.
 4. Review the current secretariat-wide framework for strategic change management (Three Pillars) and identify, recommend and develop improvements to form the basis for long-term strategic framework for the time after 2015.
 5. Support awareness raising initiatives through collection of information from various external sources and liaison with colleagues in other UN agencies.

Staff - management relations and related events and activities

6. Plan and coordinate the following meetings,:
 - a. Periodic all staff meetings
 - b. Biannual meetings of all staff with supervisory responsibilities
 - c. Quarterly meetings between the Executive Secretary and the Executive Committee of the Staff Association
 - d. Periodic meetings of the Executive Secretary with new staff
Propose agenda topics, draft minutes and act as facilitator to some of the meetings
7. Review and provide feedback to HR and Management Team on the contents of secretariat all staff surveys; assess the outcomes of such surveys and advise the Deputy Executive Secretary on priorities to be set by EDM in response to staff feedback. Coordinate the EDM contributions to such surveys.

Internal communications

8. Identify and develop priorities for communication to all staff from an executive management perspective ensuring that:
 - a. On-going change activities are perceived by staff as coherent and contributing to the secretariat's overall vision/mission;
 - b. Management activities and deliverables agreed as follow-up to all staff meetings, staff surveys or other means are effectively communicated to staff;
 - c. Outcomes of senior management meetings touching upon organizational issues and staff well-being are effectively communicated to staff.
9. Act as focal point for EDM in the secretariat internal communications group to ensure that EDM priorities are reflected in the internal communications plan and advise on the communication channels through which EDM priorities are best communicated to staff (newsletter; email messages; staff meetings etc.).
10. Draft articles for the secretariat newsletter related to issues executive management needs to communicate to all staff; liaise with the Knowledge Management on any issues that require coordination with other programmes to ensure messaging is in line with executive management priorities.

Essential Requirements

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

Education: First level university degree in Human Resources Management, Law, Business Administration/Management, Sociology or Strategy-change and leadership, or related areas.

Experience: At least 5 years of progressively professional experience in the area of organizational development, change management, human resources management, internal communications, or related areas.

Professional knowledge: Knowledge of principles, methodologies and tools in change management, organizational development, and project management

Language skills: Excellent command of English.

Selection Process

Candidates may be invited for assessment of their technical/professional knowledge. The final stage of the selection process consists of a competency based interview to assess skills and aptitudes required to successfully perform the functions of the post. The following set of competencies for this particular post will be applied: Applying Professional Expertise, Communication with impact, Being responsive to Clients and Partners, Delivering results.

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\$ 56.198 to 62.922 (without dependents)
US\$ 60.205 to 67.515 (with dependents)
(plus variable post adjustment, currently 54.6% of net salary)
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>