



## VACANCY ANNOUNCEMENT

**Manager, P-5**  
Adaptation Division  
Vulnerability Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
18 August 2024 23:59 hrs CET	VA 24/054/A	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 19 July 2024, Post number 30526433: Funding: 40FCA

**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 issues of our time.

### **Where will you be working**

The position is located in the UNFCCC secretariat in Bonn, Germany in the Adaptation Division which supports Parties in enhancing adaptive capacity, strengthening resilience and reducing vulnerability to climate change. It facilitates the provision of holistic technical guidance and advice to Parties on all aspects of adaptation and resilience, especially on assessing climate change risks and sharing knowledge; planning responses to impacts and vulnerability; and enhancing implementation and reviewing progress. The division supports a number of processes, including the process to formulate and implement national adaptation plans (NAPs), the Nairobi Work Programme, the Global Goal on Adaptation, and four constituted bodies (Adaptation Committee (AC), Local Communities and Indigenous Peoples Platform (LCIPP) and its Facilitative Working Group (FWG), Least Developed Countries Expert Group (LEG), and Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (WIM ExCom).

### **What will you be doing**

Reporting directly to the Director of the Adaptation Division, the Chief of Section leads the Vulnerability subdivision in its efforts to catalyze adaptation actions:

- Supported by sound knowledge, at national and non-national levels.
- Guided by scientific and technical knowledge, Indigenous values, and on-the-ground experience.
- Led by “vulnerable” groups, academic institutions, and technical experts.
- Beyond traditional/national boundaries.
- Shared through streamlined online platforms.

The incumbent oversees two units:

- **The LCIPP unit** supports the Local Communities and Indigenous Peoples Platform (LCIPP) and its Facilitative Working Group (FWG).
- **The NWP unit** supports the Nairobi Work Programme on impacts, vulnerability and adaptation to climate change (NWP), including the Lima Adaptation Knowledge Initiative (LAKI).



## **Your responsibilities**

### **1. Develops strategy, policy and operational guidelines to ensure the achievement of the Vulnerability Subdivision's mandates, including insofar as they relate to targets and priorities under the UAE Framework for Global Climate Resilience:**

- a. Provides in-depth advice and guidance on evolving mandates;
- b. Develops and implements a strategy for adaptation actions at different levels and in interacting and cooperating with external entities, in particular Parties to the UNFCCC, United Nations agencies, research institutions and other relevant governmental, inter-governmental and non-governmental organizations in the area of adaptation, including the equitable and meaningful engagement of thematic experts, local communities and Indigenous Peoples; and
- c. Provides advice to the Director, and to the deputy executive secretary and executive secretary as appropriate, on the Subdivision activities; in particular the application/use of thematic and traditional knowledge, wisdom and values of Indigenous Peoples and local knowledge systems, in particular technical and knowledge supporting Parties and other stakeholders in the assessment, development and implementation of adaptation plans, policies and actions aimed at reducing vulnerability and building resilience at different levels.

### **2. Provides technical leadership to the substantive work of the subdivision in order to meet current and evolving mandates and challenges of the subdivision, and contributes to the achievement of relevant targets under the UAE Framework for Global Climate Resilience insofar as these relate to the work of the subdivision:**

- a. Provides substantive leadership and policy guidance to the subdivision; manages support for the intergovernmental negotiations on the agenda items under the Subdivision 's responsibility; manages the organization of intersessional activities such as workshops, expert meetings and informal consultations; and develops and implements measures for quality control of the Subdivision 's outcomes, including official documents and communications with relevant external actors;
- b. Ensures that relevant mandates, decisions and implementation guidelines are elaborated into technically sound, viable, sustainable programmes of work, and in prioritizing and planning activities and outputs, within existing financial constraints;
- c. Ensures synergy and coordination of the work of the Subdivision with that of other organizational units in the Adaptation Division and in other Divisions within the secretariat; in the same context provides substantive and organizational support to the director to achieve internal consistency in approaches to adaptation in the secretariat while contributing to the overall strategic goals of the secretariat; and
- d. Launches new activities as mandated by the COP, CMA and the subsidiary bodies (SBs).

### **3. Ensures the effective and accountable management of the Vulnerability Subdivision financial, human and material resources:**

- a. Plans and manages the financial resources of the Subdivision with integrity and ensures accountability to the secretariat and its donors and contributors, monitoring budgets and expenditures and deciding on relevant follow-up action. Provides substantive input to the biennial Programme Budget. Raises supplementary funds as needed;
- b. Ensures the equitable and transparent management of the Subdivision's staff; plans and establishes the human resources needs of the Subdivision based on their most effective use to achieve the mandates of the secretariat; leads and manages staff of the Subdivision, including providing technical, policy and administrative guidance, delegation of relevant responsibilities, advising on the relevant unit work strategies to achieve the Subdivision 's goals, monitoring performance of staff (including as second level supervisor) and following up on staff performance through counselling and training activities; and



- c. Ensures that the material resources allocated to the subdivision are maintained and secured.

**4. Representation:** During the intergovernmental negotiations, the Manager directly supports and represents the director in policy and technical discussions at the working group and SB chair level. The Manager exchanges information with, provides as well as receives guidance from, and enhances coordination with representatives of UNFCCC Parties, UN and other international organizations and bodies, research institutions and officers of the negotiating bodies of the UNFCCC; serves as UNFCCC focal point to UNDRR and other relevant bodies dealing with adaptation assessments and risk management.

**5. Resource Mobilization:** Enhances 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 ongoing projects; provides substantive input to the secretariat's central resource mobilization unit in the Operations Department.

**6. Knowledge Management:**

- a. Ensures synergy and coordination of the work of the subdivision with other subdivisions as well as with other divisions within the secretariat to ensure that the work of the subdivision is informed by and of other relevant activities and that it contributes to achieving the overall mandates and goals of the secretariat.
- b. Leads and participates in environmental scanning for current and future needs relating to knowledge and science, good practices and lessons learned, pertaining to adaptation issues, through thematic focal points accountable for continual outreach and internal dissemination of the same.
- c. Contributes to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, best practices and lessons learned.

**7. Performs any other job-related activity** required to meet the overall Adaptation Division's as well as secretariat-wide mandates, goals and objectives, including participating in the overall management of secretariat-wide and division-wide activities, such as serving as a member of relevant management committees as assigned, and deputizing for the director as needed.

**Competencies**

**Applying Professional Expertise:** Creates a culture across the unit / programme which values expertise and multidisciplinary cooperation, and takes action to address behaviors which undermine this culture; Promotes alternative sources of expertise and best practice to create cutting edge, robust and sustainable solutions; Engages with substantive leaders outside the business unit and organization to maintain professional expertise; Institutionalizes coaching and professional development within the business unit to build substantive expertise; Sets benchmarks and performance standards for delivery in accordance with identified best practice, and monitors the business unit's capacity to deliver.

**Communicating with impact:** Promotes the organization's mission and values with authority and gravitas to external stakeholders at all levels; Engages effectively in complex and sensitive negotiations; Communicates regularly and openly with staff at all levels within the business unit and across the organization; Expresses views and messages that reinforce the strategic goals of the organization; Identifies and involves key staff in constructing and delivering critical communications with stakeholders; Deals swiftly with inappropriate or inaccurate communication, and takes responsibility for the communications standards in the programme / unit.



## **Managerial Competencies:**

**Exercising Sound Judgment and Decision-Making:** Creates an environment where decisions are taken expeditiously; Contributes to broader organizational decisions, providing a considered and impartial perspective which takes the interests of the organization, and all those affected, into account; Assimilates multiple sources of information, identifies high-level themes, and recognizes subtle interrelationships across issues; Challenges the assumptions behind decisions, and their underlying logic, stepping away from the immediate situation to consider the wider context; Ensures decisions made within individual units, departments or divisions do not adversely impact operations elsewhere within the organization; Oversees the decisions of managers within own unit / programme, holding them to account for their decisions without undermining their authority.

## **Your qualifications**

### **Educational Background**

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**Required:** Advanced university degree (Master's degree or equivalent) in natural or social sciences, engineering, environmental sciences, economics or a related discipline is required.

### **Experience**

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**Required:** At least 10 years of progressively responsible professional experience in the field of global climate change issues, including strategic planning and management and / or intergovernmental processes. A minimum of 2 of the 10 years must include formal experience in leading teams of professionals engaged in climate change or other environmental activities. A minimum of three years' experience in an international environment is required.

### **Language skills**

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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 experience in representation and catalyzing consensus among diverse partners. Knowledge of a second official UN language would be an asset.

### **Other:**

Specific professional knowledge:

Intergovernmental negotiations;

Managing technical professional and general service support staff.

Job-related skills:

In-depth understanding of the strategic direction of climate change risk management;

Proven ability to identify, develop and/or assess med. to long-term policy requirements;

Ability to identify key strategic issues, opportunities and risks as well as to convey difficult political issues and positions to senior management;

Proven ability to provide effective leadership to staff.

## **What is the selection process?**

Evaluation of qualified candidates may include an assessment exercise which will be followed by a competency-based interview. The above listed set of competencies will be applied for this 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.
4. Indicative net annual salary and allowance:  
US\$ 92,731  
(plus variable post adjustment, currently 43.1% 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.

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