



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
6 January 2023 23:59 hrs CET	VA 22/080/A	As soon as possible	One year and six months 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 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), and four constituted bodies (Adaptation Committee (AC), the Facilitative Working Group (FWG) of the Local Communities and Indigenous Peoples Platform (LCIPP), Least Developed Countries Expert Group (LEG), and the Executive Committee of the 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 manager of the subdivision leads the Vulnerability subdivision in its efforts to catalyse knowledge-sharing; enhance learning on, and understanding of, needs and action in response to climate change impacts for different sectors and groups; and manage a trusted repository of adaptation data and information. You will oversee 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:**



- a. Provides in-depth advice and guidance on evolving mandates;
- b. Develops and implements a strategy for 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; and
- c. Provides advice to the Director, and to the deputy executive secretary and executive secretary as appropriate, on the Subdivision activities; in particular technical and knowledge support to Parties and other stakeholders in the assessment, development and implementation of adaptation plans, policies and actions aimed at reducing vulnerability and strengthening resilience.

2. Provides technical leadership to the substantive work of the subdivision in order to meet current and evolving mandates and challenges 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 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 knowledge and science, best 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

Being Accountable: Oversees the responsible use of the UN funds, assets and resources, and identifies ways to increase efficiency and effectiveness; Ensures that work delivered by the team is complete, accurate and of the highest quality; Promotes compliance with UN rules and regulations, and articulates the benefits of established procedures; Actively builds a climate of accountability among all staff in the team; Promptly and systematically addresses lapses in accountability 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.

Managerial Competencies:

Leading and Empowering Others: Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and gives staff autonomy in their areas of work, but remains accessible to staff at all levels; Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed



level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.

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 natural or social sciences, engineering, environmental sciences, economics or a related discipline is required. A combination of relevant academic qualifications and extensive additional two years of experience including team leadership may be accepted in lieu of an advanced degree.

Experience:

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 exp. in leading teams of professionals engaged in climate change or other environmental activities. Three years' experience in an international environment is a requirement.

Language skills:

Required: Fluency in English, including the 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.

Asset: Knowledge of a second official UN language.

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 medium 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 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\$ 90.664 to 97.483
(plus variable post adjustment, currently 22.9% 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.

The UNFCCC secretariat has been made aware of various correspondence, being circulated via e-mail, from Internet web sites and via regular mail or facsimile, falsely stating that this correspondence is issued by, or in association with the UNFCCC secretariat and/or its officials. These scams, which may seek to obtain money and/or in many cases personal details from the recipients of such correspondence, are fraudulent.

Please see link below for more information:

<https://unfccc.int/this-site/fraud-alert>