



Reference: VA 26/036/E

The secretariat of the United Nations Framework Convention on Climate Change welcomes applications for the position of Deputy Executive Secretary at the Assistant Secretary-General level. This position is based in Bonn, Germany.

The secretariat welcomes applications to supplement the Secretary-General's search and consultations and would especially welcome the applications of women candidates.

Background

The United Nations Framework Convention on Climate Change (UNFCCC) secretariat supports the global intergovernmental process to address climate change and assists Parties in the implementation of the Convention, the Kyoto Protocol and the Paris Agreement.

Further information on the United Nations Framework Convention on Climate Change is available on the following website: <https://www.unfccc.int/>

Candidates may apply for this opening by sending a cover letter and their curriculum vitae to the following e-mail: **chief-hrms-unog@un.org** by 21 August 2026 (midnight Geneva time).

All applications will be treated with the strictest confidence and short-listed candidates will be contacted directly to undergo an assessment process, reference and background checks, including human rights and conflicts of interest screening.

Duties and Responsibilities

The Deputy Executive Secretary reports to the Executive Secretary and plays a key leadership role in ensuring the effective, accountable and efficient functioning of the secretariat. The role supports the alignment of structures, processes and resources with the mandates of the Convention and the evolving requirements of Parties, and contributes to strengthening organizational performance, service delivery and cross-divisional collaboration.



Skills and Expertise

The Secretary-General is seeking an individual with:

- Demonstrated expertise in organizational leadership and management in complex institutional settings, with a proven ability to lead operational performance and deliver results with accountability and impact;
- Strong negotiating and diplomatic skills, with a consistent track record of delivering high-quality outputs on time and within budget;
- Excellent written and oral communication skills, with the ability to convey complex issues clearly and persuasively to diverse audiences, including senior officials, Party representatives and intergovernmental bodies;
- Proven ability to present and defend complex operational and policy positions, and to produce clear, concise and impactful written outputs;
- Strong interpersonal and collaboration skills, with the ability to lead and work effectively in multicultural and multidisciplinary environments, fostering inclusive and productive working relationships;
- Sound judgment, initiative and resourcefulness, with the ability to provide strategic direction, set priorities and ensure accountability for results;
- Proven leadership in managing complex organizations and leading high-performing teams, with the ability to delegate authority, foster accountability and create an enabling and inclusive work environment;
- Demonstrated ability to lead organizational change and adapt leadership approaches in complex and evolving contexts, including in addressing human resources, financial and administrative challenges;
- High standards of integrity, transparency and openness, with the ability to build trust and confidence among staff and stakeholders, and promote inclusive, results-oriented approaches;
- Ability to anticipate and manage risks, identify emerging issues and opportunities, and align organizational priorities with strategic objectives.
- Knowledge of United Nations policies and procedures

Languages

Fluency in oral and written English; knowledge of an additional official UN language is an advantage.



Human rights screening

Individuals who seek to serve with the United Nations in any individual capacity will be required, if short-listed, to complete a self-attestation stating that they have not committed, been convicted of, nor prosecuted for, any criminal offence, including sexual exploitation and abuse, and have not been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law, including sexual exploitation and abuse.

Conflicts of interest screening

All United Nations staff members are expected to uphold the highest standards of efficiency, competence and integrity. Senior leaders in particular, have the responsibility to serve as role models in upholding the organization's ethical standards.

A conflict of interest occurs when, by act or omission, a staff member's personal interests interfere with the performance of his/her official duties and responsibilities, or call into question his/her integrity, independence and impartiality. Risk for conflicts of interest may arise from a staff member's engagement in outside (non-UN) employment or occupation; outside activities, including political activities; receipt of gifts, honours, awards, favours or remuneration from external (non-UN) sources; or personal investment. In particular, no staff member shall accept any honour, decoration, favour, gift or remuneration from any Government (staff regulation 1.2 (j)).

Where a real or perceived conflict of interest does arise, senior leaders are obligated to disclose this to the organization without delay. In order to avoid real or perceived family influence or preferential treatment and conflicts of interest that could stem from such situations, the UN Staff Rules provide that appointments "shall not be granted to anyone who is the father, mother, son, daughter, brother or sister of a staff member" (staff rule 4.7(a)).

Short-listed individuals will also be required to complete the pre-appointment declaration of interests for senior positions to identify possible conflicts of interest that may arise and to proactively prevent and manage, as much as possible and in a timely manner, situations in which personal interests may conflict or appear to conflict with interests of the United Nations, should the individual be appointed to this position.



Terms of Reference

Deputy Executive Secretary *(Assistant Secretary-General)*

The UNFCCC secretariat is evolving to support Parties in advancing the implementation of the Paris Agreement, with a strengthened focus on delivery, impact and real-world outcomes. The Deputy Executive Secretary will play a central role in aligning the secretariat's capabilities, operations and partnerships to support this evolving context.

Within the mandates of the organization and in support of Parties and the Executive Secretary, the Deputy Executive Secretary (DES) will ensure the effective, accountable and efficient functioning of the secretariat's operations.

This senior leadership role focuses on strengthening organizational performance by enhancing internal coherence and operational effectiveness, and ensuring that structures, processes, capabilities and human resources are aligned with mandates and responsive to the evolving requirements of Parties and other stakeholders, including in the context of the annual sessions of the Conferences of the Parties (COPs).

The DES will drive improvements in service delivery, organizational agility and cross-divisional collaboration, enabling more integrated, timely and impact-oriented outputs.

The DES will also support the integration of digital technologies, data management and emerging tools, including artificial intelligence, to enhance operational efficiency.

The role will be central to shaping the secretariat's culture and accountability frameworks, promoting a strong focus on results and responsive service to Parties and other stakeholders.

Reporting to the Executive Secretary (Under-Secretary-General), the Deputy Executive Secretary undertakes the following responsibilities:

Strategic leadership and organizational direction

- Lead and oversee the operational changes required to evolve the secretariat's operating model and implement decisions of the senior leadership team, ensuring that structures, internal processes and governance arrangements are fit for purpose and responsive to the needs of Parties;
- Strengthen internal alignment and cohesion across divisions, fostering collaboration and ensuring that the secretariat operates in an integrated and coherent manner, including through the effective and responsible use of new technologies consistent with UN values and mandates from Parties;



- Promote coherence and coordination with the wider United Nations system to support effective, integrated delivery in support of Parties;
- Ensure effective linkages between operational functions and programmatic delivery, strengthening the secretariat's ability to deliver integrated, timely and impactful support to Parties;
- Support the Executive Secretary in shaping the strategic evolution of the secretariat, ensuring alignment across mandates, priorities, service delivery, resourcing and the secretariat budgetary planning; and enabling the effective delivery of the secretariat's substantive work.

Organizational performance and delivery

- Demonstrate leadership in the operational management of an innovative, dynamic, diverse and high-performing organization, upholding the highest standards of diversity, ethics and integrity, and gender-responsiveness;
- Drive the implementation of efficiency initiatives to enhance agility, streamline processes and reinforce organizational excellence;
- Provide strategic oversight of the modernization, optimization and integration of digital technologies, data management systems and emerging tools, including artificial intelligence, to strengthen efficiency, knowledge management and service delivery;
- Ensure an integrated approach to managing the operations of the secretariat, including direct oversight of administration, information and communications technology; identifying opportunities for integration, synergy and efficiency, and aligning these with organizational priorities.

People, culture and organizational development

- Identify organizational capability needs and guide the alignment of workforce planning, skills development and talent acquisition with the evolving requirements of supporting Parties, within the secretariat's mandate;
- Oversee the planning and implementation of initiatives related to staff well-being and performance, including effective staff–management relations, and support the evolution of the secretariat's culture and accountability frameworks to strengthen a focus on delivering real-world impacts and responsive service to Parties and other mandated stakeholders, with due attention to vulnerability, prevention of sexual exploitation and abuse (SEA), disability inclusion, and other dimensions of equity and inclusion.



Governance, financial management and partnerships

- Lead the secretariat's biennial programme budget planning, resource mobilization, and the oversight and monitoring of budget implementation, including related evaluation and reporting to Parties; and advise the Executive Secretary on budget negotiations with Parties;
- Ensure effective systems of delegation of authority across the organization and oversee internal risk management, including crisis protocols, and the secretariat's responsiveness to internal and external audits;
- Manage relations with the host country of the secretariat (Germany) on operational matters, the host city (Bonn), and heads of United Nations agencies in Bonn;
- Represent the Executive Secretary, as requested, and support the secretariat's engagement with Party representatives, governments and other stakeholders;
- Act as chief ethics and integrity officer, ensuring that the values of the organization are embedded in leadership, decision-making and day-to-day operations.

Competencies

Professionalism: Demonstrated expertise in organizational leadership and management in complex institutional settings; proven ability to lead and oversee operational performance and deliver results with accountability and impact. Strong negotiating and diplomatic skills, with a consistent track record of delivering high-quality outputs on time and within budget.

Communication: Excellent written and oral communication skills, with the ability to convey complex issues clearly and persuasively to diverse audiences, including staff, senior officials, Party representatives and intergovernmental bodies. Proven ability to present and defend complex operational and policy positions, and to produce clear, concise and impactful written outputs. Demonstrated ability to build and maintain effective relationships with a wide range of stakeholders, including Parties, partners and service providers.

Teamwork: Excellent interpersonal skills, with a demonstrated ability to lead and collaborate effectively in multicultural and multidisciplinary environments, fostering inclusive and productive working relationships across diverse national and cultural contexts.

Managerial Competencies

Judgment/Decision-making & accountability: Sound judgment, initiative and resourcefulness, with the ability to provide clear strategic direction and ensure accountability for results. Proven ability to set priorities, plan effectively and drive timely, high-quality delivery in alignment with organizational objectives and leadership direction.



Leadership: Proven leadership in managing complex organizations and leading high-performing teams, with the ability to delegate authority and foster accountability. Demonstrated capacity to create an enabling and inclusive work environment, and to lead, mentor and develop staff. Demonstrated ability to adapt leadership approaches in complex and evolving contexts, including in leading change and addressing human resources, financial, and administrative challenges.

Building trust: Demonstrated integrity, transparency and openness in addressing issues and engaging with staff and stakeholders, earning the respect and confidence of peers, partners and clients. Promotes inclusive, outcome-oriented problem-solving and supports the development of a results-focused, impact-driven culture, with a strong service orientation towards Parties and other mandated stakeholders.

Foresight and risk-management: Ability to anticipate and prepare for emerging issues, opportunities and risks, and to align organizational priorities with strategic objectives.

Qualifications and Experience

Education

Advanced university degree (Master's or equivalent) preferably in public or business administration, environment, sustainable development, social science, law, or related area. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of advanced university degree.

Experience

At least 20 years of experience in leadership positions, preferably in the public sector, with particular focus on management in large, multicultural institutions, such as international organizations, governments or non-governmental organizations. Operational and project planning and analyses, and budgeting skills are essential. Proven track record of excellent management and leadership skills.

Languages

Fluency in oral and written English; knowledge of an additional official UN language is an advantage.

Other Desirable Knowledge and Skills

Knowledge of intergovernmental processes and protocols. Good understanding of the field of climate change and the related global agenda. Comprehensive knowledge of UN policies, procedures and operations. Knowledge of principles and practices related to organizational development and change management.

How to Apply

UNFCCC secretariat 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.
