



## VACANCY ANNOUNCEMENT

### **Manager, P-5**

Means of Implementation Division  
Climate Finance Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
20 April 2025 23:59 hrs CET	VA 25/012/MoI	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**

This position is in the United Nations Framework Convention on Climate Change (UNFCCC) secretariat located in Bonn, Germany. Reporting to the Director of the Means and Implementation Division (D-1), the incumbent is responsible for the work of the Climate Finance subdivision, contributing to the division's work towards enhancing implementation of the Convention and the Paris Agreement.

The Climate Finance subdivision supports intergovernmental work and negotiations on matters related to climate finance as means of implementation. It supports the work of the Standing Committee on Finance, the engagement of the UNFCCC with the UNFCCC Financial Mechanism and other climate funds as well as work related to country and private sector engagement. It interacts with other divisions and subdivisions in UNFCCC on climate finance and related cross cutting issues.

### **Your responsibilities**

Within delegated authority, the Chief of Section will be responsible and accountable for the following duties:

#### **Management of Sub-Division:**

- Plans, manages, supervises and carries out the annual work plan of the sub-division under his/her responsibility, determining priorities, and allocating resources for the completion of outputs and their timely delivery, ensuring that the outputs produced by the Climate Finance Sub-Division meet high-quality standards and support relevant UNFCCC mandates;
- Carries out the managerial, programmatic and administrative tasks necessary for the efficient functioning of the section including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance, interview and evaluation of candidates for job openings and interaction with service providers and UNFCCC partners;
- Formulates the programme of work and the required budget allocation, guiding and overseeing the work of staff assigned to specific activities or initiatives;
- Oversees recruitment of staff for the subdivision, taking due account geographical, gender



balance and other relevant institutional values.

**Strategic planning and policy advice:**

- Conceptualizes a vision for work; proposes policy directives and plans of action for immediate and long-range initiatives to galvanize political and financial support; identifies emerging and trends; analyses implications and makes recommendations on possible approaches and initiatives;
- Plans and implements the operational activities required to align with and support the designed strategic platform for the climate finance workplans, incorporating an integrated approach that includes policy advice, processes, capacity-building and the development of the required intelligence, tools, resources and services;
- Formulates resource mobilization and partnerships on climate finance through innovative strategies;
- Provides policy guidance to the Director on promoting the divisional vision, goals and priorities; results-based programmatic approaches while embedding of monitoring, evaluation and learning in all work, ensuring strong cross-divisional teamwork;
- Provides substantive inputs in the preparation of position papers and reports for presentation to intergovernmental bodies;
- Plans, oversees and monitors implementation of strategies to ensure coherence and coordination in the implementation of UNFCCC led climate finance activities;
- Plans and oversees engagement with COP and non-COP partners including regular consultations on resource mobilization requirements and priorities for new and enhanced cooperation, further development of tools for donor profiling, visibility and outreach, as well as the negotiation of trust fund agreements, other funding/contribution agreements, memoranda of understanding and other partnership agreements.

**Strategic coordination for policy development:**

- Contributes to UNFCCC strategic direction, provides analysis and substantive inputs to reports on relevant inter-governmental and inter-agency discussions bearing relevance to advancing the climate finance agenda and UNFCCC mandate;
- Coordinates and manages programmes, projects and initiatives requiring interdepartmental and/or interagency involvement and participation; liaises and collaborates with the Executive Office and the cross-cutting divisions teams to consolidate related initiatives;
- Proposes a renewed model of a corporate accountability framework with clear roles for climate finance, including monitoring and reporting responsibilities with particular attention to: the intergovernmental activities relating to long-term finance and Article 9, paragraph 5 (projected levels of finance), of the Paris Agreement; the work on the new quantified collective climate finance goal; and Article 2, paragraph 1(c), of the Paris Agreement;
- Oversees the support to the Standing Committee on Finance (SCF), the delivery of its work program and its reporting to the governing bodies;
- Oversees the preparation by the SCF of its reports (e.g. Biennial Assessments and the determination of developing countries' needs related to the implementation of the Convention and the Paris Agreement);
- Monitors and reports on progress, challenges and status of climate finance activities and expected progress through, a comprehensive executive dashboard;
- Ensures coordination across UNFCCC and close collaboration with the Global Environment Facility, the Green Climate Fund, the Adaptation Fund and the Fund for Responding to Loss and Damage;



- Provides specialized support in the convening and servicing of governing and subsidiary bodies on matters related to the area of work.

### **Representation and Partnerships**

- Represents the secretariat at round tables, seminars and conferences to promote innovative climate finance opportunities; undertakes speaking engagements and makes presentations to external groups on the secretariat's activities;
- In collaboration with senior management, develops and maintains strategic relationships with key constituencies, including within the UN system, in support of climate finance activities and initiatives;
- Responds to/prepares responses to comments, statements, queries of parties; prepares executive briefs and reports; addresses issues of political sensitivity and alerts senior management on potential impact to the secretariat's reputation and work;
- Develops and maintains relations with senior government officials and advises them on issues and policies of mutual interest;
- Works closely with the cross-cutting Communications and Engagement division to catalyze action and support to enhance knowledge and understanding of climate finance;
- Ensures a coordinated approach by the secretariat in approaching stakeholders and related client-relationship management and maintains an up-to-date database of contacts of all relevant stakeholders relevant to the secretariat's work on climate finance;
- Undertakes special initiatives with strategic focus on climate finance flows and actors to leverage UNFCCC's role and visibility.

**Performs any other job-related activity** required to achieve the goals and objectives of the division and/or secretariat.

### **Competencies**

**Being Responsive to Clients and Partners:** Creates a culture of service and client orientation in which managers make client needs a top priority; Seeks feedback from clients and partners and feeds this back to the team to update service standards; Places clients at the centre of strategies, policies and processes; Challenges managers to consider how to elevate service standards further, and to work more effectively with clients; Regularly audits all unit / programme systems and processes to ensure they are aligned to deliver excellent client service; Takes personal responsibility for any lapses in service standards and acts swiftly to redress these; Scans the internal and external environment for opportunities to establish cooperative partnerships and alliances.

**Delivering results:** Critically analyses situations to develop sound strategic goals and plans; Focuses the business unit on the achievement of results and holds managers accountable for developing mechanisms to measure results and meeting their commitments; Expects and holds managers accountable for creating an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Regularly reviews business areas' activities to assess the results achieved against targets, and holds managers accountable for addressing any under-performance; Benchmarks performance levels against the performance of other business areas and external sectors.

### **Managerial Competencies:**

**Managing Performance and Developing People:** Provides teams, and the wider business area, with clear expectations regarding performance, and an understanding of how the performance of each



individual unit impacts the wider organization; Holds managers accountable for providing honest and regular performance reviews for every staff member reporting to them; Fosters a performance management culture that focuses on results, high performance and collaboration; Mentors high potentials, strong performers and women in the business area and ensures managers provide coaching, support and relevant development opportunities to help staff realize their full potential.

**Thinking Strategically and Building the Vision:** Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; Understands the broader organizational and political context in which the unit / programme operates; Is aware of and sensitive towards the strategic priorities of the organization, external partners and the wider development and humanitarian context.

### **Your qualifications**

#### **Educational Background**

**Required:** Advanced university degree (Master's degree or equivalent) degree in business administration, economics, environmental sciences or related field is required.

#### **Experience**

**Required:**

- A minimum of ten (10) years of progressively responsible international experience in the field of climate change, climate finance and/or development finance, including strategic planning and management and/or intergovernmental processes.
- A minimum of five (5) years experience in programme management including (multiyear) budgeting and workplanning.
- A minimum of five (5) years experience in managing teams.
- A minimum of five (5) years experience with the United Nations in the field of finance, International Financial Institutions, Multilateral Development Banks, climate funds and/or private sector development or finance in the context of international cooperation.

#### **Language skills**

**Required:** Fluency in English (both oral and written) is required, including strong 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. Working knowledge of a second UN language desirable.

#### **Specific professional knowledge and skills**

**Required:**

- Proven track record in resource mobilization is required.
- Work experience in developing countries, across geographies and emerging and developing economies.

### **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>.



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**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\$ 101,540  
(plus variable post adjustment, currently 32.0% 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.

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