



## VACANCY ANNOUNCEMENT

### Manager, P-5 Conference Affairs Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
17 March 2024 23:59 hrs CET	VA 24/009/CA	As soon as possible	Two years 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 Conference Affairs Division of the UNFCCC secretariat, which is responsible for providing the full range of conference related facilities and services to the high standards expected by Governments and other stakeholders, whether at conference sessions hosted in or away from the Bonn. The incumbent will work under the supervision of the Director of the Conference Affairs Division.

#### **Your responsibilities**

Within delegated authority, the Manager for the Conference Affairs Division will be responsible for: delivering the modernization of conference affairs by providing by strategic oversight of work aimed at ensuring conference services are fit for purpose and new technology is used to enhance the conference experience well as reviewing the documentation of processes, SOPs and procedures, project/s management of innovation activities, defining business requirements for key IT projects, and streamlining the processes in the division.

##### **1. Strategic oversight**

- Provides business leadership and support to the Director, on the modernization of COP ensuring future COPs are placed on a sustainable footing maximizing the potential from innovation on conference services.
- Provides business leadership for key technology projects (DPCCE – digital platform, events management, registrations etc.) and responsible for incorporating innovation in future meetings of COP, SBs, Bureau, and various workshops.
- Contributes to the development of the division's medium- and long-term goals and objectives, and related workplans, with an emphasis on conference management innovation and provides guidance for policies and procedures in terms of conference management and resource implications.
- Ensures effective knowledge sharing and support to all key staff across the division in the implementation of these policies and procedures.
- Contributes to the overall sound management of the division through participation in the Senior Management Team and in other internal committees, as required.



## **2. Planning, monitoring and reporting**

- Supports the Director in the development of a division workplan ensuring fully transparent and results-based management; facilitates the design, planning and management of activities undertaken by the division; ensures all activities are aligned with the targets identified in the annual work plan and that progress is appropriately monitored.
- Monitors compliance with a set of sound procedures, standards and tools that are consistent with UN policy and practice in all areas related to Conference Management, to ensure the sound management of the division's human and financial resources.
- Oversees the production of the monthly dashboards and quarter reports and provides analysis of the dashboards and report to the Director. Alerts Director in case of major deviations and proposes corrective action.
- Develops Strategies for securing adequate resources for conference affairs by developing mechanisms for full cost recovery from within UNFCCC and externally.
- Leads the reporting on budget performance, particularly those presented in annual reports.

## **3. Conference Services management**

- Collaborates closely with the Information, Communication and Technology sub-division, to identify innovative conference related IT systems, define business requirements, develop and oversee the implementation, allocate resources for the completion and timely delivery.
- Coordinates and oversees the management of activities undertaken by the division, for the day-to-day operation as well as the long-term planning. Determines priorities and allocation of resources and timely delivery.
- Coordinates/documents current practices, processes and SOPs and effectively communicates these throughout the Secretariat.
- Builds and maintains a positive engagement and partnership with internal and external counterparts in support of effective conference services management.

## **4. Partnerships**

- Promote partnerships through networking with relevant counterparts and representing the UNFCCC Secretariat at relevant fora within the United Nations system.
- Builds effective partnerships with host countries, donors and agencies, as necessary.
- Serve as a member of relevant management committees as assigned.
- Directly support and may represent the Director in policy and technical discussions during intergovernmental sessions.

## **5. Performs any other job-related activity required** to meet overall division as well as secretariat-wide mandates, goals and objectives, including participating in the overall management of secretariat-wide activities.

## **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.

**Leading and Empowering Others:** Pushes autonomy and empowerment downwards to the unit / programme, creating an environment where managers feel motivated to perform; Empowers and holds managers accountable for serving as a role model in achieving gender equity targets; Ensures that individual teams and work units within the division feel connected to the wider organization; Shows a deep understanding of the division's capabilities and resources, and uses this to allocate activities and coordinate delivery across the different work units; Inspires staff within the unit / programme, and across the organization, by connecting with individuals at all levels; Proactively seeks out opportunities to represent and speak for the organization externally.

**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 division 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 in conference or event management, international relations, social or political sciences, public or business administration or a related discipline. A first-level university degree in either of the relevant area and in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience**

**Required:** A minimum of ten (10) years in increasingly responsible positions in the area of conference services or event management or general administration or technology with proven managerial experience at the senior level, including at least five years in the United Nations system or an international environment.

#### **Language skills**

**Required:** Excellent skills in written and spoken English.



**Advantage:** Knowledge of another official UN language.

**Specific professional knowledge and skills**

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**Required:** Knowledge of project management methodology and techniques; or event management related system/s. Knowledge of conference technology and trends or technology innovation. Knowledge of international conference services standards and practices, knowledge of applicable administrative rules and procedures, ideally in an international setting. Familiarity with conference services trends and related innovation would be desirable.

**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\$ 92,731 to US\$ 99,706  
(plus variable post adjustment, currently 41.1% 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.