



## VACANCY ANNOUNCEMENT

### Manager, P-5

Means of Implementation Division  
Technology Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
27 October 2024 23:59 hrs CET	VA 24/070/MoI	As soon as possible	One year with possibility of extension	Bonn, Germany

Publication date: 10 October 2024, Post number: 30507164 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 environmental issues of our time.

### Where will you be working

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

The Technology subdivision supports intergovernmental work and negotiations on matters related to technology development and transfer and related activities to support developing countries to accelerate their enhanced action on mitigation and adaptation. It also facilitates the effective implementation of mandated actions by the Technology Mechanism which assists developing countries to implement their technology actions to achieve the full implementation of the Convention and the Paris Agreement.

### Your responsibilities

#### 1. Leading and managing the Technology subdivision:

- Plans, manages, supervises and carries out the annual work plan of the subdivision, determining priorities and allocating resources for the completion of outputs and their timely delivery, ensuring outputs meet the required quality standards in support of relevant UNFCCC mandates;
- Carries out the managerial, programmatic and administrative tasks necessary for the efficient functioning of the subdivision 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, interviewing and evaluation of candidates for job openings, as well as 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.



## **2. Facilitating strategic planning and policy advice:**

- a. Conceptualizes a vision for work, proposing 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;
- b. Plans and implements the operational activities required to align with and support the designed strategic platform for workplans, incorporating an integrated approach that includes policy advice, processes, technology development and transfer, as well as the development of required intelligence, tools, resources and services;
- c. Formulates resource mobilization and partnerships on technology transfer through innovative strategies;
- d. Provides policy guidance to the Director on promoting the divisional vision, goals and priorities; results-based programmatic approaches; the embedding of monitoring, evaluation and learning in all work, ensuring strong cross-divisional teamwork;
- e. Provides substantive inputs in the preparation of position papers and reports for presentation to intergovernmental bodies;
- f. Plans, oversees and monitors implementation of strategies to ensure coherence and coordination in the implementation of UNFCCC led technology transfer activities;
- g. 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.

## **3. Overseeing strategic coordination for technology policy development:**

- a. Contributes to the UNFCCC strategic direction, providing analysis and substantive inputs to reports on relevant inter-governmental and inter-agency discussions bearing relevance to advancing technology transfer initiatives and the strengthening of institutional frameworks to promote the UNFCCC mandate;
- b. Leads reporting to the annual UNFCCC sessions on technology development and transfer, partnerships and extra-budgetary contributions; contributes to reporting to other intergovernmental bodies on budget/programme performance or on programmatic/substantive issues, as appropriate, particularly those presented in biannual and/or annual reports;
- c. Coordinates and manages programmes, projects and initiatives requiring interdepartmental and/or interagency involvement and participation on technology transfer; liaises and collaborates with the Executive Office and the cross-cutting divisions teams to consolidate related initiatives;
- d. Liaises and engages in activities with the Climate Technology Centre and Network (CTCN) and contributes in strengthening collaboration and synergies between the TEC and CTCN;
- e. Coordinates the secretariat support to Technology Executive Committee (TEC) and the implementation of its work programme;
- f. Proposes a renewed model of a corporate accountability framework with clear roles for technology development and transfer initiatives, including monitoring and reporting responsibilities with particular attention to technology under the Convention, the Kyoto Protocol and the Paris Agreement;
- g. Monitors and reports on progress, challenges and status of technology-related activities and expected progress through a comprehensive executive dashboard;
- h. Maintains close collaboration with the Global Environment facility and the Green Climate Fund and other relevant funding mechanisms;
- i. Provides specialized support in the convening and servicing of governing and subsidiary bodies on matters related to respective areas of work;



#### **4. Participating in representations and partnerships:**

- a. Represents the secretariat at round tables, seminars and conferences to promote innovative technology development and transfer opportunities; undertakes speaking engagements and makes presentations to external groups on the secretariat's activities;
- b. Develops and maintains, in collaboration with senior management, strategic relationships with key constituencies, including within the UN system, in support of technology development and transfer activities and initiatives;
- c. Responds to comments, statements, queries by parties, preparing executive briefs and reports, addressing issues of political sensitivity and alerting senior management to the potential impact on the secretariat's reputation and work;
- d. Develops and maintains relations with senior government officials and advises them on issues and policies of mutual interest pertaining to technology development;
- e. Works closely with the cross-cutting Communications and Engagement division to catalyze action and support in enhancing knowledge and understanding of technology development and transfer;
- f. 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 stakeholders relevant to the secretariat's work on technology development and transfer;
- g. Undertakes special initiatives with strategic focus on technology to leverage UNFCCC's role and visibility.

#### **5. 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:**

**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 (Master's degree or equivalent) in natural or social sciences, engineering, environmental sciences, economics or a related discipline is required. A first-level university degree and in combination of relevant academic qualifications and extensive experience including team leadership with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

#### **Experience**

---

**Required:** At least ten (10) years of progressively responsible professional experience in the field of global climate change issues including strategic planning and management and/or intergovernmental processes, and including 5 years of managerial/leadership experience. 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 (both oral and written) is required, 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. Working knowledge of a second UN language desirable.

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

---

**Required:** 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 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  
(plus variable post adjustment, currently 44.5% 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.