



## VACANCY ANNOUNCEMENT

### Director, D-1

Conference Affairs Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
31 January 2023 23:59 hrs CET	VA 22/078/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 by 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.

**The Conference Affairs division** provides state-of-the-art conference services for the sessions of the governing and subsidiary bodies, as well as for a wide range of workshops and other events, creating an optimal environment for Parties and other stakeholders. The division plans and coordinates operational and logistical aspects of conferences and provides high-quality services, including managing the Trust Fund for Participation, documents, meetings and the registration and accreditation of participants.

#### **What you will be doing:**

The Director of the Conference Affairs Division is responsible and accountable for effectively and efficiently providing the full range of conference related facilities and services to the high standards expected by UNFCCC, host Governments and other stakeholders, whether at conference sessions hosted away from the Bonn headquarters, in Bonn conference premises, or the UN Bonn Campus.

#### **Where you will be working:**

This position is in the UNFCCC secretariat located in Bonn, and reports to the Senior Director (D-2) of the Operations Coordination Department.

#### **You will have the following responsibilities:**

Within delegated authority, you will be responsible and accountable for the following:

##### **1. Innovation and Technology Integration:**

- a. Provides innovation strategy for conferencing services for evolving needs of large scale meeting – Conference of the Parties (COP), Subsidiary Bodies (SB) and potentially Regional Climate Weeks (RCW) taking advantage of the latest technologies and trends.
- b. Responsible, as the business lead, for implementation of Digital Platform, ensuring virtual participation and collaboration of all participants
- c. Undertake a comprehensive upgradation of key tools and applications such as registration, meeting management with modern and advanced technologies and integrating latest functionalities.



## **2. Strategic Planning and Policy Advice:**

- a. Advises the Executive Secretary, the Deputy Executive Secretary and the Senior Director of the Operations Coordination Department on all aspects related to conference planning and implementation, including strategic aspects to facilitate the participation in intergovernmental processes and contingency planning;
- b. Reviews the conference requirements for the intergovernmental process and takes action to meet both standard and new requirements in order to ensure that the best possible facilities and services are provided;
- c. Provides authoritative advice to senior management on the need for developing or adjusting conference management systems, policies and procedures to meet the evolving needs of the UNFCCC process and the secretariat in the short and long term;
- d. Develops and implements forward-looking, innovative and cost-effective approaches and measures to enhance conference management support and promotes new concepts of event management; actively liaises with the Administrative Services, Human Resources and Information and Communication Technology Division to introduce cutting edge technologies and systems including for virtual participation, electronic documents management and conference registration and systems;
- e. Oversees policy development relating to Party and non-Party stakeholders' participation, document drafting and submission, and logistical and facilities standards.

## **3. Management:**

- a. Coordinates thorough planning, preparation and conduct of high-quality conferences, meetings and workshops for the secretariat and for client programming including related administrative aspects and ensuring meeting environments and arrangements that enable active participation, secure access and effective dialogue and negotiations;
- b. Ensures that Parties receive official documentation for their negotiations and implementation activities, in the six official languages of the United Nations and in good time for informed deliberations and decisions;
- c. Manages and oversees a wide spectrum of operations related services including the monitoring of the Participation Fund, editing of documents, registration and accreditation of participants and delegates. Monitors the correct management of budget, human resources, procurement, and travel related aspects and identifies potential shortcomings and risks.

## **4. Leadership:**

- a. Promotes a strong sense of commitment to the overall goals and priorities of the secretariat and achieves an adequate balance between leadership, management and performance of responsibilities and functions;
- b. Provides vision and directs the division staff by developing goals and work plans, setting priorities, evaluating performance and monitoring activities. Ensures synergy and substantive collaboration with the Executive Office, the operations divisions as well as with the cross-cutting and the programmes divisions; strives for coherence and coordination to optimize overall organizational performance;
- c. Oversees critical aspects of data management, monitoring specific areas for risk assessment and management; guides staff to overcome difficulties and anticipate issues of concern;
- d. Continuously monitors operations to improve consistency, coherence and client-orientation in the provision of secretariat-wide conference services; fosters teamwork and collective collaboration for enhanced delivery;
- e. Recruits staff with due regard to geographical and gender balance.



## **5. Representation and Partnerships:**

- a. Represents the secretariat in negotiations and consultations on the full range of conference matters; provides authoritative advice on conference matters to host Governments, presiding officers and the Bureau, including the negotiation of host country agreements for conference sessions ;
- b. Chairs/participates in joint advisory bodies, committees and Senior Management Team sub-committees;
- c. Builds collaborative networks and maintains relationships with representatives of Governments, global civil society and other stakeholders, to promote engagement and secure effective participation;
- d. Works closely with the cross-cutting Communications and Engagement division to catalyse action and support to enhance knowledge and understanding of the UN Climate Change Conferences and related meetings;
- e. Contributes to a unified and coherent secretariat-wide approach to resource mobilization and partnership, in close coordination with the Resource Mobilization and Partnership subdivision;
- f. Reports to intergovernmental bodies on programme performance and substantive issues, as appropriate;
- g. Liaises with UNOG and other UN partners in relation to the provision of services to the secretariat related to conferences, meetings and workshops; develops agreements as required.

## **6. Performs any other job-related activity required to achieve the goals and objectives of the secretariat.**

### **Competencies:**

**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.

**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 division, 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.

#### **What are we looking for:**

##### **Educational Background**

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**Required:** Advanced university degree (Master's degree or equivalent) in communications, political sciences, social sciences, external relations or related area. A first-level university degree in combination with additional two years of qualifying experience may be accepted in lieu of the advanced university degree.

##### **Experience**

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**Required:** A minimum of fifteen years of progressively responsible related experience including planning, management and coordination/ execution of large scale events. Substantive experience in international event management and coordinating with internal and external stakeholders.

##### **Language skills**

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**Required:** Fluency in English (both oral and written).

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

##### **Specific professional knowledge**

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Familiarity with UN, intergovernmental or UNFCCC processes is an asset.

Experience with UN conference servicing protocols and practices an asset.

Expertise in large-scale event planning and coordination required.

Experience in strategic and business planning, in developing strategic and operational plans, in building cohesive teams and directing them towards the achievement of identified goals within approved budgets and agreed timelines is required.

##### **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>. Candidates are expected to submit a motivation letter as part of their online application.

**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\$ 134,514 to 103,660  
(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 all 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>

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