



VACANCY ANNOUNCEMENT

Team Lead, P-4
Mitigation Division,
Markets and Non-Markets Support and Stakeholders Interaction Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
19 May 2024 23:59 hrs CET	VA 24/021/M	As soon as possible	One year and six months 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 you will be working

This position is located in the UNFCCC secretariat in Bonn, Germany, in the Mitigation division, which supports Parties in facilitating, catalysing and cooperating in the implementation of ambitious climate action in line with global efforts to limit temperature increase. Parties will be supported in developing, communicating and effectively implementing ambitious Nationally Determined Contributions (NDCs) in a manner that facilitates clarity, transparency, understanding and accounting, including through the use of collaborative approaches, mechanisms, framework engagements and economic instruments that broaden mitigation action and drive sustainable development.

This post is specifically in the Markets and Non-Markets Support and Stakeholders Interaction subdivision, which provides effective support on matters relating to intergovernmental, substantive, and technical support to Article 6.2, 6.4 and 6.8, Carbon Pricing, stakeholders' interaction, regulations development, delivering mandates under Article 6.2 (including review) and capacity-building on Article 6.

Under the supervision of the **Manager, Markets and Non-Markets Support and stakeholders Interaction subdivision**, you will lead the **Stakeholder's Interaction unit**, which is responsible for maintaining and improving engagement and relationships with current and new external stakeholders, including but not limited to National Designated Authorities (NDA) of the mechanisms, Designated Operational Entities (DOE), Project participants and other stakeholders in strengthening the use of the mechanism established by Article 6, paragraph 4, of the Paris Agreement (Article 6.4 mechanism) and addressing any queries related the clean development mechanism (CDM) under the Kyoto Protocol and of the Paris Agreement (A.6.4).

Your key accountabilities will include:

- Design and delivery of work programmes to encourage and improve stakeholder involvement;
- Overseeing liaison with the respective substantive teams within the secretariat on enquiries sent to constituted bodies such as Article 6.4 Supervisory Body and CDM Executive Board;
- Coordinating the establishment, management, and engagement of the secretariat with the NDA



- of the 6.4 and CDM and DOE/AIE forum;
- Coordinating the implementation of developing proposals for improvements to existing requirements and/or creation of additional tools and guidelines for stakeholder engagement;
- Coordinating research and analysis of stakeholder inputs and DOE/AIE performance;
- Managing implementation of appropriate channels of communication for key stakeholders.

Your main responsibilities:

- 1. Overseeing the design and delivery of work programmes to encourage and improve stakeholder involvement and enhance active participation:**
 - a. Lead on policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies;
 - b. Manage the organization of the DNA and DOE forum meetings and events;
 - c. Ensure availability of database/s on queries received from a multitude of stakeholders and address them in collaboration with the other substantive units;
 - d. Ensure preparation of regular reports covering issues raised, development of the FAQs, and challenges encountered by the stakeholders in implementing the rules established under the mechanism are carried out;
 - e. Ensure that inputs from other divisions and units within the secretariat related to queries submitted on Article 6.4 and CDM and prepare presentations on assigned topics/activities are coordinated;
 - f. Manage the convening and servicing governing and subsidiary bodies on matters related to the area of work;
 - g. Oversee implementation of practitioner workshops on different technical aspects of Article 6.4 and CDM processes;
 - h. Coordinate capacity-building team and other substantive teams in developing training materials and tools to support countries' participation in Article 6 instruments;
 - i. Engage with numerous stakeholders, such as Host parties, DNA, DOE, Project participants, and others.
- 2. Coordinating research and analysis of stakeholder inputs and DOE/AIE performance:**
 - a. Ensure emerging issues in the understanding and correct application of requirements established by the Article 6.4 Supervisory body and CDM Executive Board are identified, evaluated and reported on;
 - b. Ensure inputs, documents, and presentations to support the relevant activities and decision-making of the programme are prepared and appropriately submitted.
- 3. Oversee development of proposals for improvements to existing requirements and/or creation of additional tools and guidelines:**
 - a. Coordinate the design of appropriate measurement systems, foster their adoption to improve the mechanism, as well as monitor and measure their implementation;
 - b. Ensure proposed changes in the framework of regulations and standards based on research conducted and assessments of the implementation of the existing framework are appropriately addressed and catered to.
- 4. Monitoring the implementation of appropriate, dedicated channels of communication for key stakeholders, including that of the DOEs/AIEs:**



- a. Ensure response and action are facilitated by relevant initial contact points to requests for clarification, replying to unsolicited submissions and assessing requests for deviation from approved methodologies, standardized baselines, and registered project documentation;
- b. Coordinate communication with governmental and non-governmental officials; provide authoritative guidance and technical support, as well as foster cooperation.

5. Representation and partnerships with stakeholders:

- a. Coordinate drafted responses to comments, statements, and queries from stakeholders; oversee preparation of executive briefs, drafts, and reports and bring issues of political sensitivity to the attention of the Manager regarding the potential impact on the secretariat's reputation and work;
- b. Liaise with government officials and advising them on issues and policies of mutual interest.

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

Competencies:

Applying Professional Expertise: Demonstrates a working knowledge and interest in the substantive functions of the work unit, including those not within own area of expertise; Manages effectively and fairly across different substantive functions to establish integrated, multidisciplinary teams to address complex issues; Coordinates the input of different functional specialists to achieve sound, integrated solutions; Drives others to develop their functional and substantive skillsets, and to build their understanding of related disciplines; Maintains and disseminates an understanding of best practice standards in all substantive areas represented within the work unit.

Being Responsive to Clients and Partners: Identifies the work unit's key partners and clients, and communicates information about these groups regularly to staff members; Takes swift action to address insufficient client service; Works with partners and clients to define client service standards, monitors the work unit's performance and reviews standards on a regular and ongoing basis; Thinks ahead to anticipate the needs of clients and other key stakeholders; Focuses systems and processes on the delivery of excellent client service, and acts quickly to address any barriers to success.

Delivering results: Creates policies, programmes, or processes which are mindful of minimizing potential negative social, economic and/or environmental impacts; Identifies the resources needed to deliver results, and manages their use to ensure the utmost efficiency, effectiveness and impact; Creates an environment where staff, regardless of their gender, family situation or other circumstances, are able to perform at their best; Promotes a mindset of results orientation, aligns systems and processes to support the achievement of results, and holds staff members to account for their commitment; Holds regular reviews to assess the results achieved against targets; Manages, reduces or mitigates risks without compromising results, where possible.

Exercising Sound Judgment and Decision-Making: Makes decisions in line with overall organizational priorities and department / office goals; Consults with stakeholders on decisions that affect them; Consults with stakeholders on decisions that affect them Demonstrates the ability to make and defend difficult decisions; Identifies urgent decisions and makes them expeditiously in light of available information; Shows openness to reconsider a course of action as a situation evolves and to modify decisions if that would allow for a better outcome; Identifies the key issues in complex situations, and gathers relevant facts, data and evidence to fully address those issues. Considers the positive and negative impact of decisions and analyses the different options and alternatives before reaching a sound conclusion.



Your qualifications

Educational Background:

Required: Advanced university degree (Masters) in engineering, development studies, economics, political science, international relations, environmental studies, or a related discipline. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least seven (7) years of relevant work experience at national and/or international level in climate change issues, development studies or related fields. Experience in substantive coordination, relationship management, conducting activities related to information sharing and outreach/engagement and interaction with internal and external stakeholders, including government representatives, UN system, development organizations, research institutions, NGOs, and the private sector, is desirable.

Language skills:

Required: Fluency in English (both oral and written) is required. Knowledge of another UN official language is an asset.

Specific professional knowledge and skills:

Knowledge of regulatory drafting for carbon market mechanisms, project management, resource mobilization and UNFCCC intergovernmental processes. Familiarity with the broader issues related to the Climate Change Convention, its Paris Agreement and Kyoto Protocol.

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 monthly salary and allowances:
US\$ 77,326 to US\$ 85,737
(plus variable post adjustment, currently 41.2% of net salary),
plus other UN benefits as indicated in the link below:

<https://unfccc.int/secretariat/employment/conditions-of-employment.html>



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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.