



VACANCY ANNOUNCEMENT

Team Lead, P-4

Intergovernmental Support and Collective Progress Division
Intergovernmental Support Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
30 June 2024 23:59 hrs CET	VA 24/041/ISCP	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 located in the Intergovernmental Support Subdivision which is accountable for the provision of specialized support for the functioning of the governing and subsidiary bodies of the Convention, the Kyoto Protocol and the Paris Agreement. The SBI Coordination and CMP/CMA Support unit supports the Subsidiary Body for Implementation (SBI), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), and Parties serving as the meeting of the Parties to the Paris Agreement (CMA).

Reporting directly to the Manager (P-5) of the Intergovernmental Support Subdivision, the incumbent is responsible for leading a technical team that provides substantive and procedural support to the presiding officers and their teams striving for synergy, coherence and complementarity with the different work units of the division and the subdivision.

Your responsibilities

Organizational and substantive management of the intergovernmental process:

- Leads and guides a specialized technical team to enhance the delivery of highly responsive, proactive and meaningful support to the intergovernmental bodies and related processes for the timely and quality preparation of substantive meetings and documents for the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) as well as for the Subsidiary Body for Implementation (SBI);
- Leads the analysis and technical assessment of strategic options for optimizing meeting preparations with due regard to political aspects that may affect participation and smooth interaction; oversees relevant workflows to ensure maximum efficiency;
- Collaborates closely with the coordination teams of the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the Conference of the Parties (COP) to ensure smooth operation, cross-fertilization and coherent approaches in conducting the sessions;



- d. Coordinates effectively the provision of adequate support to the functioning of the CMP/CMA and the SBI by supervising designated focal points and interacting regularly with the substantive teams across the divisions; ensures adequate flow of information between the different actors and the CMP/CMA and the SBI teams and the respective substantive officers;
- e. Streamlines processes to ensure timely and quality outcomes; seeks innovative approaches to simplify and optimize services provided by leveraging the utilization of technology platforms and the incorporation of best practices and lessons learnt;
- f. Co-ordinates and oversees the preparation of reports, agendas, executive briefs and technical analyses for submission to senior management and governing and subsidiary bodies;
- g. Assesses trends within specific area of work for facilitating optimal delivery; identifies and evaluates risks to alert senior management and proposes alternative scenarios for risk mitigation and management;
- h. Closely monitors assigned funds utilization and guides the team for implementing and following up on pending activities in accordance with the assigned budget, established priorities and approved allotments.

2. Management of the SBI Coordination and CMP/CMA Support Unit:

- a. Builds and manages a coordinated and effective team of professional and technical staff through results-oriented work planning, guidance, direction, supervision and performance assessment, promoting a work environment conducive to producing the outputs and delivering the services required in the results framework;
- b. Leads the preparation of the unit's budget and the annual operations workplan by determining goals, priorities and requirements as well as key performance indicators;
- c. Leverages the unit's work to provide high quality support to the assigned portfolio and the secretariat's business needs aiming at enhancing performance and delivery in close coordination with the Division's various work units for alignment with best quality practices and new policy developments;
- d. Contributes to the streamlining of business processes through the promotion of different systems and applications for optimal content management and achieving organizational excellence in the services provided;
- e. Encourages capacity building by contributing to the shaping of enabling policies, tools and mechanisms to facilitate organizational knowledge sharing and advancement.

3. External Relations:

- a. Represents the unit on secretariat-wide committees, task forces and other groups related to the unit's work and contributes with technical inputs;
- b. Maintains contacts with other sectors of the UN, other international organizations and governments on coordination and policy matters; briefs representatives and provides, as appropriate, suggestions and recommendations;
- c. Participates in conferences, seminars and specialized fora related to his/her assigned area of expertise;
- d. Liaises with the CMP/CMA and the SBI teams and representatives of intergovernmental organizations on matters related to meetings and documentation;
- e. In close cooperation with UNFCCC relevant units, provides technical advice and response to internal and external queries;
- f. Facilitates discussions and analyses in management meetings and provides technical briefs and substantive documents as needed;



- g. Establishes and maintains knowledge and innovation partnerships, including scanning the horizon for and partnering with outside organizations to optimize performance through innovation and best practices.

Performs any other job-related activity required to meet the secretariat-wide mandates, goals and objectives.

Competencies

Communicating with impact: Communicates with confidence to external audiences and credibly represents the organization; Negotiates effectively with individuals and groups; Encourages effective and open communications within the unit, holds regular meetings and actively fosters communication among staff members; Delivers engaging and persuasive presentations that hold the attention of the audience, and presents complex information in a manner that is understandable to non-experts; Supports and coaches team members in the preparation of effective communication.

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.

Managerial Competencies:

Thinking Strategically and Building the Vision: Generates a broad and compelling direction for the programme of work in support of the Executive Secretary's vision for the organization, and inspires others to commit to that direction; Assesses the political environment, both internally and externally, and builds strategies to deliver results which take account of political complexities; Identifies and prioritizes strategic issues, opportunities and risks, and develops a vision and strategy for the way forward that enhances the future potential of the UN; Develops rational, long-range, strategies that are consistent with the UN's mandates and direction; Translates strategy into clear and measurable goals and results; Communicates how the vision impacts and drives team and individual work plans; Develops innovative strategies to drive change and manage the impact of change; Thinks strategically and creatively to reshape approaches in the midst of changing realities.

Your qualifications

Educational Background

Required: Advanced University degree in international relations, law, climate change, environmental science or related area is required. 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 7 (seven) years of progressively responsible experience in climate change, environment, international relations or related area is required.

Language skills

Required: Fluency in written and spoken English. Working knowledge of another UN language is an asset.

Specific professional knowledge and Job-related skills:

Required: Specialized expertise in leading teams, planning and project implementation.

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\$ 77,326
(plus variable post adjustment, currently 42.0% 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.
