



VACANCY ANNOUNCEMENT

Team Lead, P-4
Adaptation Division,
Response Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
11 August 2021 23:59 hrs CET	VA 21/044/A	As soon as possible	Two years with possibility of extension	Bonn, Germany

Publication date: 12 July 2021, Post number: 30510788, 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 Adaptation division, and more specifically the Response subdivision subdivision which supports developing country Parties, in particular Least Developed Countries (LDCs), in assessing impacts, risks and vulnerability and in developing, implementing, monitoring, evaluating and reporting on adaptation plans, policies and actions.

Within the Response subdivision, the Loss and Damage (L&D) unit works to support matters relating to the Warsaw International Mechanism (WIM), the work of the WIM Executive Committee (ExCom) and its expert groups.

What will you be doing

Reporting to the Manager, P-5, Response subdivision, your key responsibilities will include performing the role of Team Lead of the L&D unit. Besides supporting the Warsaw International Mechanism (WIM), the work of the WIM Executive Committee (ExCom) and its expert groups, the scope of work also extends to accessing the means of implementation for addressing, minimizing and averting loss and damage, including mobilization and engagement of relevant organizations, regional centres and networks, and development and implementation of strategies to catalyse technical assistance to developing countries in addressing loss and damage.

Your responsibilities

1. Leading a team of professional staff with and through whom full support is provided to ensure the smooth and efficient deliberations of the L&D unit, you will:

- a. Provide technical leadership to the unit with accountability for work plan development, delegation of responsibilities, coordination and monitoring to ensure the attainment of the unit's mandated goals and objectives;
- b. Manage the unit's human resource functions including by drafting job descriptions, drafting recruitment requests including interview questions and participation on panels, conducting performance appraisals of unit staff as first line supervisor, identify training needs and counsel staff on performance issues as well as providing career development guidance;



- c. Foster teamwork among staff in the unit and other units in the division and wider secretariat.

2. Managing the unit, ensuring all technical documentation and reports, meeting and workshop organization, logistics and travel support required to support effective and efficient deliberations and decision-making, you will:

- a. Serve as secretary to the ExCom and its expert groups, and lead officer for supporting its meetings and workshops as well as the implementation of its work programme and that of the individual expert groups in support of activities on loss and damage; ensure close working and advisory contacts with the ExCom Co-Chairs and members;
- b. Address a variety of L&D-related issues from planning to implementation to support, as well as monitoring and review, including the reports of the ExCom meetings and other outreach products;
- c. Manage communications with the ExCom and with related constituted bodies under the Convention, as well as associated national, regional and international organizations, centres and networks and other stakeholders, maintaining a wide network of L&D stakeholders;
- d. Prepare agendas, annotations and briefings for the Co-Chairs of the group, as well as providing technical support in formulating proposals and conclusions, decisions and recommendations;
- e. Oversee the organization and logistics, including travel, of all meetings and workshops of the ExCom and its expert groups;
- f. Provide substantive technical and procedural support to Chairs of negotiating bodies, contact groups and meetings in relation to the work of the unit.

3. Represents and supports the division's knowledge management function, you will:

- a. Enhance synergy and coordination of the work of the unit among the other Adaptation subdivisions, as well as with other divisions within the secretariat; contribute to achieving the overall mandates and goals of the WIM and the ExCom, as well as those of the secretariat;
- b. Provide input to co-operative activities with regional and international organizations, institutions and networks to enhance their contribution to the work of the WIM and the ExCom;
- c. Promote outreach by participating in L&D relevant meetings and workshops, both internal and external to the secretariat, to strengthen cooperation with other regional and international organizations, institutions and networks, as well as Parties;
- d. Participate in environmental scanning for current knowledge and science, best practices and lessons learned pertaining to L&D issues and internal dissemination thereof;
- e. Contribute to the identification, creation, distribution and adoption of substantive data, information, insights and experiences relating to UNFCCC's mandate, processes, global best practices and lessons learned in the area of L&D and related policies;
- f. Develop communication strategies for the WIM and the ExCom and its expert groups, and oversee the development of various outreach products in support of L&D.

4. In the area of mobilizing resources, you will:

- a. Enhance the secretariat's effectiveness in resource mobilization efforts by assisting the subdivision Manager and division Director in the preparation of proposals and donor agreements for supplementary funding for activities in support of the ExCom, as well as the work supporting the broader WIM and subsequent reporting on progress to donors;
- b. Provide substantive input to the secretariat's central resource mobilization unit in Operations Coordination.



5. You will Perform any job-related activity required to meet the overall goals and objectives of the Adaptation division, as well as those of secretariat-wide mandates.

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.

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.

Leading and Empowering Others: Visibly serves as a role model, embodies the values of the UN and positively represents the organization, office or team in public; Acts with courage and leads positively, especially in times of crisis; Drives for change and improvement, and motivates and inspires others to do the same; Empowers people and builds relationships with staff on a foundation of trust, respect and encouragement; Promotes gender equality and openly supports and empowers women to pursue their professional development and career; Delegates responsibility, clarifies expectations, and gives staff autonomy in their areas of work, but remains accessible to staff at all levels, Maintains management control across the breadth of own responsibilities, while retaining the capacity to engage at a detailed level as and when required; Creates a culture of openness and transparency in which staff can speak and act without fear of repercussion.

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 (M.A. or equivalent) in international relations, law, climate change, environmental science or related area is required. A first-level



university degree (B.A. or equivalent) in either of the relevant area and in combination with additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience:

Required: A minimum of seven (7) years of progressively responsible experience in climate change, environment, international relations or related area is required. At least two of the seven years must include working in an international environment.

Language skills:

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

Specific professional knowledge and skills and Job-related skills

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\$ 74,913 to US\$ 83,062
(plus variable post adjustment, currently 35.9% of net salary),
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>

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.