



## VACANCY ANNOUNCEMENT

### Director, D-1

Conference Affairs Division

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
13 August 2021 23:59 hrs CET	VA 21/031/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 for providing the full range of conference-related facilities and services to the high standards expected by Governments and other stakeholders, whether at conference sessions hosted away from the Bonn headquarters, in the Bonn conference premises, or at 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:

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

- a. Advise 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 participation in intergovernmental processes and contingency planning;
- b. Review conference requirements for the intergovernmental process and take action to meet standard and new requirements in order to ensure that the best possible facilities and services are provided;



- c. Provide 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. Develop and implement forward-looking, innovative and cost-effective approaches and measures to enhance conference management support and promote new concepts of event management; actively liaise 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. Oversee policy development relating to Party and non-Party stakeholders' participation, document drafting and submission, and logistical and facilities standards.

## **2. Management:**

- a. Coordinate 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. Ensure that Parties receive official documentation for their negotiations and implementation activities, in the six official languages of the United Nations, in accordance with established guidelines, for informed deliberations and decisions;
- c. Manage and oversee a wide spectrum of operations related services including the monitoring of the Trust Fund for Participation, editing of documents, registration and accreditation of participants and delegates.
- d. Monitor the management of relevant budget, human resources, procurement, and travel related tasks, and identify potential shortcomings and risks.

## **3. Leadership:**

- a. Promote a strong sense of commitment to the overall goals and priorities of the secretariat and achieve an adequate balance between leadership, management and performance of responsibilities and functions;
- b. Direct staff by developing goals and work plans, setting priorities, evaluating performance and monitoring activities.
- c. Ensure synergy and substantive collaboration with the Executive Office, the operations divisions as well as with the cross-cutting and the programmes divisions; strive for coherence and coordination to optimize overall organizational performance;
- d. Oversee critical aspects of conference-related data management, monitoring specific areas for risk assessment and management; guide staff to overcome difficulties and anticipate issues of concern;
- e. Continuously monitor operations to improve consistency, coherence and client-orientation in the provision of secretariat-wide conference services; foster teamwork and collective collaboration for enhanced delivery;
- f. Recruit staff with due regard to geographical and gender balance.

## **4. Representation, Partnerships and Resource Mobilization:**

- a. Represent the secretariat in negotiations and consultations on the full range of conference matters; provide authoritative advice on conference matters to host Governments, presiding officers and the Bureau, including the negotiation of host country agreements for conference sessions of up to approximately 25,000 participants;
- b. Chair/participate in joint advisory bodies, committees and Senior Management Team sub-committees;



- c. Build collaborative networks and maintain relationships with representatives of Governments and other stakeholders to promote engagement and secure effective participation;
- d. Work closely with the cross-cutting divisions of Communications & Engagement and Intergovernmental Support catalyse action, effective coordination and support to enhance knowledge and understanding of the UN Climate Change Conferences and related meetings;
- e. Contribute to a unified and coherent secretariat-wide approach to resource mobilization and partnership, in close coordination with the Resource Mobilization and Partnership subdivision;
- f. Report to intergovernmental bodies on programme performance that have relevance on substantive issues, as appropriate;
- g. Liaise 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.

**5. You will perform any other job-related activity required to achieve the goals and objectives of the secretariat.**

**Competencies:**

**Being Accountable:** Promotes a culture where managers and staff accept responsibility for the quality and delivery of work; Holds managers to account within their work units for the responsible use of UN funds, assets and resources; Encourages all staff to continually identify ways to improve the efficient use of resources; Respects established accountability standards and ensures that these are consistently applied across the division; Challenges managers to accept greater accountability for their own and team performance.

**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 center 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 division 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:**

**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 unit / programme, holding them to account for their decisions without undermining their authority.

**What are we looking for:**

**Educational Background**

**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 years of qualifying experience may be accepted in lieu of the advanced university degree.

**Experience**

**Required:** A minimum of fifteen years of progressively responsible experience in public affairs for government or international organizations. Substantive experience in event management and external relations.

**Language skills**

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

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

**Specific professional knowledge**

In-depth knowledge of intergovernmental processes; familiarity with UN or UNFCCC processes would be an advantage.

Experience with UN conference servicing protocols and practices would be an advantage.

**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. Egon Zehnder International supports UNFCCC in the recruitment process for this position.
4. Indicative net annual salary and allowances:  
US\$ 102,715 to 112,643



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(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 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.

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