



VACANCY ANNOUNCEMENT

Manager, P-5

Communications and Engagement Division
Communications Subdivision

(This is a re-advertisement of VA 23/018/C&E published in February 2023; candidates who continue to be interested in the position need to apply again)

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
28 August 2023 23:59 hrs CET	VA 23/066/C&E	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 UNFCCC secretariat has been through a period of significant transformation. The Manager, Communications will take a pivotal role in UNFCCC's thought leadership and strategic communications agenda, to reflect the organisation's strategy. As the organisation evolves, the Manager, Communication will lead efforts to shape discourse around the COP process, broadening climate awareness with governments, corporations, communities, and individuals.

What will you be doing:

The Manager, Communications, will oversee two units:

Content unit - preparing all internal and external communication products, drafting messages, articles, news stories, releases, op-eds, statements and any other information for the intranet, website, newsroom, etc. The unit consults and guides client divisions on communications strategy, planning and execution and is responsible for managing the multi-language content production and activities for all communication channels;

Digital unit - providing substantive support and guidance to client divisions on concept, development, launch and postlaunch in relation to websites, social media, digital campaigns and mobile apps. The unit consults and guides client divisions on issues such as user research, platform and channel choice, existing data and content, content development, overlapping objectives with other products or teams, branding, messaging, knowledge management and technology;

Your responsibilities

Reporting to the Director, Communications and Engagement (D-1), with consultation and guidance from the Executive Secretary, the Manager, Communications has the following responsibilities:

1. Strategy, Planning and Coordination



- a) Develops the organisational strategies and policies governing the communications services and products to the secretariat and to the UNFCCC process that promote and advance the secretariat's purpose and action on climate change;
- b) Oversees the delivery of the implementation plan of the strategies and policy directions, ensures the effective mobilization of sub-division's resources, and advises the Director on effective and timely decision making when required;
- c) Leads the strategic communications support to the divisions across the organization ensuring the development and consistent execution of the secretariat's and the UNFCCC messaging, pro-actively building a culture of cross-cutting collaboration and engagement;
- d) Proactively collaborates with internal and external partners, seeking out best practices in communications strategy development and implementation and advises on ways these can be incorporated into the secretariat's methods as appropriate.

2. Media Relations, Partnerships and Resource Mobilization

- a) Serves as principal liaison with international media organisations;
- b) Oversees the development and distribution of multi-media content and services, content production and dissemination and media relations;
- c) Develops and fosters strategic relationships with media, initiating and overseeing the implementation of targeted media campaigns and strategies on agreed themes, including on climate change success stories, the need for enhanced action at all levels, and cooperative implementation;
- d) Builds synergies and partnerships with external stakeholders to amplify the voice of the UNFCCC process, promote action on climate change and raise climate ambition;
- e) Identifies opportunities for partnerships with private and public sectors media and social media that may result in the mobilization of additional resources;
- f) Mobilizes and manage resources for the sub-division; g. Ensures timely and comprehensive reporting and documentation as per client, division, corporate, and donor requirements.

3. Leadership, Management and Oversight:

- a) Leads the preparation of the sub-division's budget and the annual operations workplan by setting goals, priorities and requirements as well as key performance indicators;
- b) Leads the development innovative tools and methodologies for communications products with a view to provide visibility to the work and mandate of the UNFCCC fostering the exchange of good practices and developments within its midst;
- c) Manages the sub-division's staff and projects effectively in order to maximize available resources and deliver outputs against key performance indicators that are of high-quality and on time;
- d) Manages and oversees the section's work, including the procurement of goods and services, and its human and other resources, in accordance with the organization's policies, procedures, rules, and regulations;
- e) Closely monitors funds utilization and guides units and teams for implementing and following up on pending activities in accordance with the approved budget, established priorities and assigned allotment;
- f) Guides staff through results-oriented work planning, direction, supervision and performance assessment, promoting a work environment conducive to producing the outputs and delivering the services required in the results framework, in close coordination with the Division's various work units, for alignment with best quality practices and new policy developments;
- g) Encourages capacity building by contributing to the shaping of enabling policies, tools and mechanisms to facilitate organizational knowledge sharing and advancement.
- h) Coordinates the sub-division's output, optimizing the systems and processes required to absorb client and project inputs and deliver client and project outputs, including sound relationship management;



- i) Leverages the latest communications-related technologies to deliver new ways of communicating and disseminating the UNFCCC messages and work;
- j) Under the Director's delegated authority, fulfils the functions of executive editor, publisher, and producer, accountable for the cost and quality control of the organization's relevant communication collaterals.

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

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.

Managerial Competencies:

Managing Performance and Developing People: Sets clearly defined and realistic objectives, and articulates expectations in consultation with staff; Monitors progress and provides regular feedback on performance; Praises good performance and recognizes improvement; Encourages risk taking, and supports staff who demonstrate creativity and initiative; Deals promptly with poor performance and lack of compliance with rules; Appraises performance fairly and in accordance with the established process and timeframe. Supports the development and career aspirations of staff; Promotes and serves as role model for adequate work-life balance and a positive working environment. Attends to circumstances and needs, for example, of women or staff with family or children; Provides regular and ongoing coaching for staff to guide their development and strengthen their abilities, including in the context of current challenges or emerging priorities; Actively identifies and seeks the talent and skills needed for a high-performing team.

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.



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 communications and journalism, international relations, political science, public or business administration 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 10 (ten) years of progressively responsible experience in the management of communications in the context of a multinational or international organization, is required. A minimum of 5 years of demonstrated track-record in delivering the work programme of complex, UN system and/or other multilateral organizational entities is required.

Language skills:

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

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. UNFCCC has retained Russell Reynolds Associates as an adviser on this appointment.
4. Indicative net annual salary and allowances:
US\$ 92,731 to US\$ 99,706



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(plus variable post adjustment, currently 36.3% 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.
