



VACANCY ANNOUNCEMENT

Team Lead, P-4
Mitigation Division,
Implementation Coordination Subdivision

Deadline for application	Announcement number	Expected date for entry on duty	Duration of appointment	Duty Station
26 May 2024 23:59 hrs CET	VA 24/026/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

Within the **Implementation Coordination subdivision** of the **Mitigation division**, you will lead the **Financial Oversight unit** under the general guidance of the Director, D-1. You will report to the Manager, P-5, of the Implementation Coordination subdivision.

What you will be doing

The role involves contributing to the development of the overall financial management strategy of the Mitigation division and its Mechanism(s). You will furthermore be responsible for ensuring compliance and accuracy of management financial reporting, maintaining consistency, coherence, and quality of financial analytical products/reports, and also oversee the financial resources of the Mechanism(s), financial risks management, large IT projects budgeting and financial estimation, strategic budgeting of workstreams, financial planning, operational monitoring, and reporting on the Mechanism(s).

You will be responsible for the orderly closure of the Mechanism(s) and developing technical products related to financial analysis, evaluation, and strategic resource planning aligned with the division's long-term goals, preparing financial status reports for Parties, senior management and other secretariat divisions. In particular, you will collaborate with Mitigation subdivisions to conduct strategic financial planning, including cost estimation and budgeting, and identifying areas to gain cost-effectiveness.

Your key responsibilities will include:

- Strategic oversight and leading on the preparation of the Mitigation division's strategic financial plan and budget to support the entire scope of work, including associated funds/costs related to the operation of Mechanisms and managing all financial resources of Mechanisms by ensuring proper planning, guiding, monitoring, and controlling of the resources.
- Leading on Mechanisms' financial reporting related to budget performance and management of financial resources of Mechanisms, including risk management.
- Overseeing divisional forecasting, budget planning, monitoring, and reporting.
- Managing the unit work and staff, including all administrative and financial matters.



Your main responsibilities:

- 1. Overseeing the preparation of the strategic financial plan and budget for the Mitigation division, including associated costs related to the operation of the Mechanism(s) and managing all financial resources of the Mechanism(s) by ensuring proper planning, guidance, monitoring, and control of the resources:**
 - a. Perform financial analysis and oversight for all resources of the mechanism(s) and provide high-quality professional advice in preparation and monitoring of budgets;
 - b. Analyse and monitor financial situation and present forecasts to the senior management for development and management of the mechanism's funds;
 - c. Continuously analyse financial strategies and policies, assessing the impact of changes and making recommendations on their implementation about Mechanism(s);
 - d. Review the Mitigation work programme and budget, reviewing and coordinating the production of programme financial reports, and improving budget reporting practices within the Division and cost-effective utilization of (the) Mechanism(s) resources;
 - e. Provide strategic advice on the financial planning and budgeting for the projects and provide necessary expert guidance and leadership to relevant teams;
 - f. Maintain an oversight on compliance with procedures, administrative operations, and internal guidelines to ensure that accounting and financial management controls are consistent with standing provisions, policies, and practices, related to financial resources of Mechanisms;
 - g. Advise Director and managers, effectively communicating on status of resources and supporting cost-effective budget implementation and resource management, including forecasting, analysis and control of expenditure.

- 2. Leading on Mechanisms financial reporting related to budget performance and management of financial resources of Mechanisms including risks management:**
 - a. Establish the concepts and capacity for scenario building, benchmarking, and capturing efficiency gains;
 - b. Conduct financial risk management for the mechanisms;
 - c. Collect and analyse data to identify trends or patterns and provides insights through graphs, charts, tables, and reports using data visualization methods to enable data-driven planning, decision-making, presentation, and reporting;
 - d. Ensure the development and monitoring of performance indicators, including reporting and programme delivery.
 - e. Review and monitor the available financial resources of the division to assist in the expenditure planning, preparing and presenting to management the issues related to budget performance, as well as status reports and analysis; follow up with subdivisions adjusting forecasts, identifying opportunities and contributing to successful achievements of the divisional goals.

- 3. Overseeing divisional day-to-day resource management:**
 - a. Lead the compilation of mid to long-term resource needs based on financial and non-financial inputs from subdivisions, as well as recommendations and decisions made by specialized intergovernmental bodies; provide guidance and support in interpreting proposals made to the division, as well as detailed input regarding resource requirements for budget submissions;



- b. Oversee review, analysis, and finalization of program budget/financial implications for the division including provision of subject matter expertise during the presentation and negotiation process of the draft work program and budget for the Conference of Parties (COP) and Subsidiary Body for Implementation (SBI), budget contact groups, and information consultations;
 - c. Oversee the resource management of all Regional Collaboration Centres (RCC) including strategic financial planning, stock-taking of financial management practices all RCCs, providing planning and budget related advice and guidance to RCCs and to the RCC Coordination unit;
 - d. Manage divisional budget implementation, monitoring and overseeing expenditures, gather information from subdivisions and prepare reports that aid the development of strategies and planning; ensure preparation of budget performance submissions, performance reports, and analysing variances between approved budgets and actual expenditures;
 - e. Coordinate responses on financial aspects to auditors and ensure implementation of recommendations with regard to Mechanisms' resources.
- 4. Management and oversight of the Unit work and staff, including all administrative and financial matters:**
- a. Supervise the unit's performance of activities and adherence to the core values of the UN and UNFCCC;
 - b. Guide the programmatic/administrative tasks necessary for effective functioning of the unit, including the preparation of budgets, assigning and monitoring of performance parameters and critical indicators, interviews and evaluation of candidates for job openings, as well as assessing staff performance;
 - c. Identify capacity development areas in line with organizational needs and strategy implementation, ensuring staff are adequately skilled to meet internal and external goals;
 - d. Foster teamwork and communication among staff in the unit and across organizational boundaries
- 5. 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.

Working with Teams: Identifies, recognizes and shows appreciation for the unique contribution of each team member; Builds teams with a diverse mix of skills, experience and views and actively welcomes members regardless of their gender, nationality, religion or other backgrounds; Models collaboration in relationships with individual staff at all levels, as well as the wider team; Recognizes and celebrates team accomplishments; Creates cross functional linkages to foster wider internal and external collaboration; Works across organizational boundaries, overcoming barriers and obstacles to enhance cooperation.

Your qualifications

Educational Background:

Required: Advanced university degree (Master's degree or equivalent) in business or public administration, finance, accounting, social sciences, or related area. A first-level university degree in combination with additional two years of relevant experience may be accepted in lieu of the advanced university degree.

Experience:

Required: At least seven (7) years of progressively responsible experience at the professional level in programme management, administration, finance, accounting, or related field.

Language skills:

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

Specific professional knowledge and skills:

Specialized expertise in monitoring and evaluation with respect to programme planning and development, project implementation, results-based budgeting, financial management and programme administration is highly desirable. Knowledge of SAP or other ERP system for financial and accounting modules is highly desirable. Knowledge of the Umoja system is an asset. Knowledge of UN administrative policies, regulations and rules is highly desirable.

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.



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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>

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.