



VACANCY ANNOUNCEMENT

EXECUTIVE DIRECTION AND MANAGEMENT (EDM) Programme Implementation Strategy Unit

VACANCY ANNOUNCEMENT NO:	VA 14/030/EDM
PUBLICATION/TRANSMISSION DATE:	17 March 2014
DEADLINE FOR APPLICATION	15 April 2014
TITLE AND GRADE:	Senior Adviser/ Manager, P-5
POST NUMBER:	FRA-2911-V224-P5-001
DURATION OF APPOINTMENT:	One and a half years, with possibility of extension
DUTY STATION:	Bonn, Germany
EXPECTED DATE FOR ENTRY ON DUTY	As soon as possible

Background

The United Nations Framework Convention on Climate Change (UNFCCC) is the focus of the political process to address Climate Change. The Convention secretariat supports the Convention and its Kyoto Protocol by a range of activities, including substantive and organizational support to meetings of the Parties.

The Executive Direction and Management (EDM) programme promotes the overall coherence of the work of the secretariat and its responsiveness to the needs of the Convention and Protocol bodies. EDM provides overall leadership and strategic guidance to the secretariat, liaises with presiding officers of the Convention and Protocol bodies and with high-level representatives of Parties and observers; undertakes analysis of emerging policy issues; coordinates the secretariat's representational, outreach and public information activities; oversees the management of the financial and human resources of the secretariat and maintains the information flow for the whole secretariat.

Responsibilities

The Senior Adviser's post is located in the Implementation Strategy Unit (ISU) within the Executive Direction and Management (EDM) programme. The ISU is led by the Director for Implementation Strategy and coordinates the development of a strategic approach, guiding and focusing the secretariat support to institutions, processes and delivery mechanisms under the Convention and leads and coordinates support to the Durban Platform for Enhanced Action and its Ad-hoc Working Group (the ADP). Working under the direct supervision of the Director, the incumbent leads the development and implementation of relevant strategies and policies, provides authoritative advice and technical leadership, is responsible for substantive and operational management and represents the secretariat externally. Key results are:

1. Strategic effort to enhance the impact of the implementation of the outcome of negotiations and strategic vision for the Durban Platform on Enhanced Action:
 - a. Leads a broad-based and inclusive effort within the secretariat to develop and execute strategic approaches aimed at enhancing the impact of the results of the Bali Road Map and plays a central role in the development of a strategic vision for how the Durban Platform for Enhanced Action can best propel the international climate change regime forward.
 - b. Advocates and promotes the long-term strategic approach to the Durban Platform among the relevant stakeholders towards enhancing pre-2020 ambition and in developing a meaningful 2015 agreement.
 - c. Provides substantive and technical guidance and strategic advice regarding opportunities, progress made and political challenges encountered in the climate change process to the Director, the Executive Secretary, the Management Team and direction to staff preparing relevant content for external communication by the secretariat.

- d. Coordinates and manages the overall package of outcomes that will complement the 2015 agreement and coordinates a strategic approach to shaping this package, including through the development of secretariat-wide work programmes, in collaboration with programme and body coordinators and managers of relevant programmes and sub-programmes.
2. Initiate and lead strategic initiatives:
 - a. As Secretary to the Implementation Coordination Committee (ICC) prepares the annual work plans, supports meetings, ensures follow up of decisions, prepares strategy papers and advice, coordinates with senior management and others engaged in strategic work feeding into the ICC and maintains regular contact with the MT support team on ICC related matters.
 - b. Provides conceptual and strategic inputs contributing to the objectives of the impact pillar of the secretariat's framework for top performance and cooperates with other staff supporting efforts in the context of the impact pillar.
 - c. Initiates and leads strategic initiatives and secretariat-wide teams aimed at increasing the impact of the secretariat and advancing the impact of effort to fight climate change.
3. Support to Intergovernmental processes:
 - a. Contributes to the development of the strategic approach to the support to the negotiations in the context of the ADP.
 - b. Coordinates the preparation of substantive strategies related to the ADP for the COP/CMP sessions and ensures that Parties are furnished with relevant and appropriate information to support their decision-making by providing high-quality substantive support to the COP/CMP Presidency as well as to other presiding officers. Provides authoritative guidance to intergovernmental processes on analyses of policy issues related to the ADP. Coordinates support to Ministerial-level consultative processes and events.
 - c. Oversees the preparation of relevant documents for consideration by the ADP, other subsidiary bodies and the COP.
4. Representation:
 - a. Represents and speaks on behalf of the secretariat at meetings and conferences and promotes broad-based dissemination of accurate and useful information on the progress made in implementing the Convention and in the evolution of the climate change regime. Translates opportunities into concrete partnership goals, activities and outputs.
5. Management of the Implementation Strategy Unit:
 - a. Regularly updates the ISU Management Plan in consultation with the ISU Management Team and ensures its effective implementation.
 - b. Undertakes other management responsibilities on behalf of the Director upon request.
 - c. Leads and manages ISU staff assigned to support implementation strategy, including the provision of technical, policy and administrative guidance, delegation of relevant responsibilities, advising on relevant work strategies to achieve the ISU's goals, monitoring and following up on performance through counselling and training activities.

Essential Requirements

(Only candidates who meet the requirements stated below will be considered.)

Education:

- Advanced, accredited university degree (master's or equivalent) in natural or social sciences, environmental sciences, economics, law, international affairs, political science or a related discipline is required.
- A combination of relevant academic qualifications and extensive experience including team leadership may be accepted in lieu of an advanced degree.

Experience:

- At least ten (10) years of progressively responsible professional experience in the field of global climate change issues, including strategic planning and management and/or intergovernmental processes.
- A minimum of two (2) of the ten (10) years must include formal experience in leading teams of professionals engaged in climate change or other environmental activities.
- Three (3) years' experience in an international environment is a requirement.

Professional knowledge:

- Knowledge of the UNFCCC intergovernmental support process.
- Familiarity with global climate change issues and experience in managing financial resources, technical, professional and general service support staff are all essential.

Job-related skills:

- In-depth understanding of the strategic direction of global climate change issues.
- Proven ability to persuade people with varying points of view and catalyse partnerships to achieve consensus on sometimes competing objectives.
- Ability to identify key strategic issues, opportunities and risks, as well as to convey difficult political issues and positions to senior management.
- Proven ability to provide effective leadership to staff.

Language skills:

- Fluency in spoken and written English is required, as demonstrated through the writing of technical and other official documents, and experience in representation and catalysing consensus among diverse partners.
- Knowledge of a second UN language is an asset.

To apply

Candidates whose qualifications and experience match the requirements for this position, should use the on-line application system available at <http://unfccc.int/secretariat/employment/recruitment>.

Please note:

1. **Qualified women candidates and candidates from developing countries are especially encouraged to apply.**
2. **Service is limited to the UNFCCC secretariat.**
3. **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.**
4. **Salary and allowances:** US\$ 80,887 to 88,130 net (without dependents)
US\$ 87,069 to 95,252 net (with dependents)
(plus variable post adjustment, currently 53.1% of net salary)
plus other UN benefits as indicated in the link below:
<https://unfccc.int/secretariat/employment/conditions-of-employment.html>