



CONSULTANCY

EXECUTIVE DIRECTION AND MANAGEMENT PROGRAMME

ANNOUNCEMENT NO:	14/CON02/EDM
PUBLICATION DATE:	29 May 2014
DEADLINE FOR APPLICATION:	15 June 2014
CONSULTANCY:	Senior Adviser to the Executive Secretary
DURATION OF CONSULTANCY:	Starting as soon as possible, the consultancy will be until end December 2015 for a total of 16 work months
DUTY STATION:	Bonn, Germany; no travel expected

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.

Context

The coming 18 months require a concerted effort by the UNFCCC secretariat to help Parties and key stakeholders prepare the ground for a new global climate change regime to be agreed at COP 21 in December 2015. In this context, the secretariat seeks a senior adviser to support the Executive Secretary in her efforts for a focused, well-coordinated and effective secretariat campaign to reach out to and engage all key stakeholders.

Objective of consultancy

Under the guidance of the Executive Secretary, the supervision of the Chief of Staff, and in close consultation with other members of senior management, the Senior Adviser provides political and strategic advice to the Executive Secretary on her political messaging and outreach to key stakeholders on the road to COP 21 in Paris. The Senior Adviser is responsible for managing the Executive Secretary's outreach campaign, including prioritization of activities, liaison with external stakeholders, and coordination of secretariat inputs to the Executive Secretary's missions. The overall objective is to maximize the focus and impact of the Executive Secretary's outreach, via missions, speeches, written products and her strategic relationship with leaders and influencers in the coming 18 months.

Reporting relationships and organizational context

The Senior Adviser works directly with the Executive Secretary on all matters related to: 1) the planning and prioritizing of her strategic outreach and 2) on related political messaging. He/she pro-actively liaises with members of senior management on all of these aspects, in particular with the Deputy Executive Secretary, the Director for Implementation Strategy, the Chief of Staff and the Coordinator, Communications and Outreach. He/she reports to the Chief of Staff.

Tasks

1. Coordinate with the team that directly supports the Executive Secretary, ensuring coherence of all support in relation to her missions and other outreach.
2. a) Formulate the strategy for the Executive Secretary's "outreach campaign" in service of productive negotiations, including proposing policy and political directives and plans of actions; identifying emerging issues; analysing implications and making recommendations.

Related tasks will include; the screening of political developments, events and messages by key stakeholders, advising the Executive Secretary on their impact and possible secretariat responses in terms of outreach activities, prioritizing outreach opportunities for the Executive Secretary accordingly, providing political and campaign advice to the Executive Secretary and others working with her, identifying potential obstacles and constraints and advise accordingly.

- b) Oversee the backstopping of the secretariat's Groundswell Initiative, including the provision of strategic and outreach campaign guidance.
3. Support mission planning, including preparing and overseeing the preparation of briefing notes, talking points and background notes, ensuring coherence and quality control. Related tasks will include; provision of strategic advice (prioritization, impact) on the Executive Secretary's schedule, ensuring follow up to the Executive Secretary's missions and key relationships, monitoring the impact of the Executive Secretary's interventions and suggesting any changes in messaging.
4. In consultation with the Chief of Staff, prioritize the Executive Secretary's time and attention, balancing external needs with secretariat internal needs.

Requirements and qualifications

Education: Master's degree in political science, economics, social sciences, environmental science, sustainable development, ecology, business studies, humanities or a related discipline.

Experience and skills:

- At least ten years of relevant experience e.g. environmental sustainability policies and practices, private sector interaction. Experience of working in an international setting is an asset.
- Strong skills and experience in political and strategic analysis and advice roles at senior level.
- Strong skills and experience in designing and leading outreach campaigns at senior level.
- Excellent drafting skills.

Language requirements: Excellent command of English

To apply

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